

## **Meredith Public Library**

### **Reconsideration of Library Materials Policy**

The Meredith Public Library Board of Trustees recognizes that some materials and electronic resources are controversial and that any given item may offend some patrons. Selection decisions, however, are not made on the basis of anticipated approval or disapproval, but solely on the ability of the work to serve the needs and interests of community residents. The Library Board is bound by the democratic principles of the First Amendment of the U. S. Constitution and endorses the American Library Association's "Bill of Rights," and incorporates it as part of this policy.

Meredith Public Library patrons who strongly feel that an item in the library collection should be moved from one part of the collection to another based on age-appropriateness or feel that an item should be removed from the library shelves all together have a right to express their opinion.

#### Procedure

1. When a patron expresses concern about the choice of library materials to a library staff member, the staff member will listen and will invite the patron to fill out and submit the Request to Reevaluate Library Materials form. If this concern was sent to a staff member via email or letter, all correspondence should be forwarded to the Library Director.
2. No further action will be taken until this form is completed and submitted.
3. The patron completes the form and submits it to any staff member. The staff member then forwards the form to the Library Director.
4. Within three weeks, the Library Director will make an initial assessment of the request and contact the cardholder in writing with his or her decision.
5. If the patron is not satisfied with the Library Director's decision, he or she may appeal in writing to the Library Director within two weeks. In such cases the Library Director will bring the appeal to the Board of Library Trustees at their next regular meeting.

The Trustees will:

- Form a committee to read, watch, or listen to the item in question in its entirety.
  - Read reviews of the item from authoritative review sources
  - Judge the overall merit of the item based on its entirety rather than the individual parts, passages or excerpts.
  - Meet to discuss and prepare a report of its recommendation regarding the item's disposition.
  - Deliver the final report to the Board of Library Trustees
6. Informed by the committee's recommendation, the Trustees will make a decision on the disposition of the item in question, and will inform the cardholder in writing within thirty days.
  7. All forms and correspondence related to this request for reconsideration will be kept on file by the Library Director.