

RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

Procedure Owner: Chief Operating Officer
Approved Date: October 20, 2022

Superseded Date: May 18, 2021
Effective Date: October 20, 2022

Richland Library freely offers access to its collections and services to all members of the community without regard to race, age, education level, economic status or any other qualification or condition. The Library attempts to provide access to ideas and information representing a broad spectrum of knowledge and diverse opinions and serves to meet the goals of its mission.

Recognizing that a materials selection policy can result in complaints from the public at large who may not understand the reasons why certain items have been included in the collection, the Library has established this procedure for reconsideration of materials. Any customer has the right to question the purchase of an item for the Library collection.

If a customer questions or expresses concerns about the inclusion of an item in our collection, listen actively and try to deescalate the interaction, if appropriate. Share that:

- The Library seeks to build a collection representing a broad spectrum of knowledge and diverse opinions
- The Library supports the right of parents to make choices about what materials are best for their families
- Library staff are always happy to help customers find materials that are right for them

If the customer is not satisfied and wants to issue a formal challenge of an item, access and print the Reconsideration of Library Materials form. The form may also be shared with the customer by email.

Customers may turn in completed forms at any Library location or can mail the completed form to the Chief Operating Officer at Richland Library Main.

Upon receipt, the Chief Operating Officer will alert the Collection Development Director, who will research the item in question, assemble the Challenge Review Panel, and schedule a meeting for the official review.

The Challenge Review Panel will consist of the Chief Operating Officer, the Collection Development Director, the designated selector for the applicable collection/content area, and up to two additional subject matter experts.

The Challenge Review Panel will meet, review the item(s) in question, and reach a decision regarding retention of the material. The Chief Operating Officer will respond in writing to the customer to notify them of the decision.

Once the panel has ruled on a title, that title cannot be reconsidered by Challenge Review Panel for a period of four years.