
RECONSIDERATION OF LIBRARY MATERIALS POLICY

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Effective Date: 10/6/2022; revised 3/7/2024

Library customers may nominate books or other materials to be either added to or removed from the collection. The Charles County Public Library Board supports intellectual freedom and subscribes to the principles of the [American Library Association Library Bill of Rights](#). The library staff applies the criteria described in the Library Bill of Rights and its adopted [Collection Development Policy](#) to provide books and materials that reflect the diversity of viewpoints within the community.

The choice of library materials by a library user is an individual matter. While a person may reject materials for oneself, they may not restrict access to those materials by other library users.

The Library recognizes that certain materials are controversial and that any given item may offend some library users. The process enumerated below has been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

A customer who requests the reconsideration of library material will be referred immediately to the librarian in charge. The librarian in charge will discuss the Collection Development Policy and the application of selection principles.

The Charles County Public Library Collection Development Policy (Section D.) states, "The selection of materials on controversial issues will be directed toward maintaining a diverse collection representing various views. Materials are evaluated as a whole and not on the basis of a particular page(s) or portion(s). Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children and adolescents. The responsibility for the use of library materials by children and adolescents rests with their parents or legal guardians."

If a customer still wishes to request that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. The customer will be given a Request for Reconsideration packet:

- This Reconsideration of Library Materials Policy
- The Library's Collection Development Policy, which includes:
 - ALA Library Bill of Rights
 - ALA Freedom to Read Statement
 - ALA Freedom to View Statement
- The Library's Request for Reconsideration Form

A separate Request for Reconsideration Form must be filled out for each item.

A customer submitting a reconsideration request must hold a valid library card.

The Library will not act on forms submitted anonymously.

The library will take appropriate action to ensure that the material in question will remain in the collection and available to customers during the reconsideration process.

The completed decision on the reconsideration of a specific title will remain in effect and ineligible for another reconsideration request for five years.

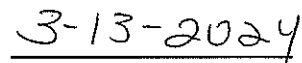
REQUEST FOR RECONSIDERATION PROCESS

1. The completed Request for Reconsideration Form will be forwarded to the Executive Director.
2. The Executive Director will convene a staff review committee to consider the reconsideration request. The group of employees will discuss the material or program, read reviews about the material or program, and reach a decision about the material or program. The Executive Director will reply to the customer in writing within six weeks of the request, or as soon as feasibly possible.
3. In addition to addressing the customer's concerns, the reply will also say that if the customer is not satisfied with the response of the library's Executive Director, then the customer may within thirty days make a final appeal in writing directly to the Library Board of Trustees.

Approved by:



Signature of Board Officer



Date