

POLICY: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

POLICY #: B-OP-03

COMMITTEE:	Library Board	PASSED:	August 1999
TOPIC:	Operating Policies	AMENDED:	25 June 2015; 23 June 2022
		REVIEW PERIOD:	Every 10 years or as required.

PURPOSE

Materials in the Library's collection are selected under the guidelines established in the Library's "Collection Policy". The Library recognizes that there will be from time to time, citizen objections or concerns about a specific title or type of material selected for, or deselected (weeded) from, the collection. When an objection is made, the Library must ensure that the objection is handled seriously and, at the same time, must ensure that the fundamental principles of intellectual freedom and access are upheld.

This policy outlines the approach to be followed.

POLICY

A person who wishes to request that any library materials be reconsidered for inclusion in the collection will be asked to complete the "Request for Reconsideration of Library Material" form. The Library's Manager responsible for Collections will review the written request. The title(s) in question will be re-evaluated by the responsible collection coordinator in light of the selection criteria outlined in the Library's Collection Policy. Following completion of a formal review, a response will be made to the person or organization making the request. The response will indicate the action to be taken and the reasons for or against the request.

Any decision made by staff will reflect the principles outlined in this policy.

If the inclusion of the item in the Library's collection is found by the Director of Library Services to be legitimate and justifiable based on the guidelines set out by the Collection Policy, the policy will be explained in writing to the complainant and no further action need be taken.

An annual report on requests for reconsideration of library material is provided to the Board.

RESPONSIBILITIES

The Library Board is responsible for this policy. The Library Board supports this policy and procedures.

The Director of Library Services is responsible for implementing this policy

- Related policy: B-OP-07 COLLECTION POLICY