

**POLICY: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**POLICY #: B-OP-03**

COMMITTEE:	Library Board	PASSED:	August 1999
TOPIC:	Operating Policies	AMENDED:	25 June 2015
		REVIEW PERIOD:	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. 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. If the patron is not satisfied with the Library's decision, he/she may request that the Library Board review the decision.

**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: LIBRARY COLLECTION POLICY