

Aurora Free Library
CHALLENGED MATERIALS POLICY & PROCEDURES

CHALLENGED MATERIALS POLICY:

Challenged materials will be dealt with in accordance with the Library Bill of Rights and the First Amendment. We support the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Association in providing free and open access to our materials for all age groups. Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. The responsibility for children's choices rests entirely with parents or legal guardians. See also, the ALA pamphlet *Kids, Know Your Rights*.

In regard to the children's collection which covers a wide scope in ages and interest, the Library cannot be responsible for the selection of materials by minors. If a criticized work is deemed to have been properly selected by the terms of the Collection Development Policy, public use of it shall not be denied or abridged in any way. A work is evaluated as a whole, not by detached excerpts.

PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS:

1. The individual(s) questioning an item in the collection will be treated with courtesy and directed to or provided with the "Review of a Library Material Form" and given a copy of the Collection Development Policy.
2. If possible, published reviews of the item will be obtained for the Collection Development Review Committee.
3. If a "Review of a Library Material Form" is filed by an individual, the Library Director will follow-up with a response letter to the individual with an explanation of the library's policy within 14 days.
4. The Collection Development Review Committee will individually review the material and convene within 30 days. Together with the Library Director, they will make a recommendation to the full Library Board.
5. The Library Board will respond in writing with their decision within 60 days.

Request for Review of a Library Material Form

Instructions and process:

1. Please list only one work per form.
2. Please submit this form by either emailing it to aurorafreelibrarycny@gmail.com, mailing it to PO Box 85 Aurora, NY 13026 or submitting it at the Circulation Desk.
3. Your submission will be reviewed by the Library Director within 14 calendar days of receipt. A Collections Committee meeting will be convened within 30 days and a final decision will be rendered by the Board of Trustees within 60 days.
4. You will receive a response in writing that indicates either:
Your request for Re-Evaluation has been processed and no change is required OR
your request has been evaluated by the library and the selection or cataloguing of the item will be changed which shall be briefly described in the reply.

Patron Name _____

Library Card Number _____

Represents (Organization, him/herself, etc.) _____

Address _____

State _____ Zip Code _____

Telephone _____ Email _____

THE LIBRARY APPRECIATES YOUR INTEREST. PLEASE NOTE THAT THE ENTIRE FORM MUST BE COMPLETED FOR MATERIAL TO BE RECONSIDERED.

Material format on which you are commenting:

___ Book ___ DVD ___ Book on CD ___ Magazine ___ Program ___ Other

Title of Work _____

Author _____ Publisher/Producer _____

Copyright Date /Edition _____

Did you read, see, listen or otherwise use the material in its entirety?

What brought this title to your attention?

Please state your comment, suggestion or criticism of the material as specifically as possible. Use another sheet if necessary.

What do you feel is the result of reading or viewing this material?

Is there anything good or redeeming about this material?

Is there an age group for which you would recommend this material?

Are there any resources you would suggest to provide additional information on this topic in lieu of this work?

Additional comments:

Signature _____ Date _____

Reviewed by the Collections Committee and Library Director _____

Reviews from professional resources attached _____

Action Taken by the Collection Development Review Committee/Board and Library Director:

Letter of Receipt Sent _____ Follow-up Letter Sent _____

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