

## **Challenged Materials Procedure**

The Library Board recognizes the right of individuals to question materials in the library collection. If any patron objects to the presence or absence of any library material, the complaint will be given hearing and consideration. Complaints to staff members will be referred to the appropriate staff member who will discuss the matter with the patron. If not satisfied, the patron will be given a “Request for Reconsideration of Library Materials” form to complete detailing their objections to the material. This form can be obtained from any service desk in the library.

The completed form will be given to the Executive Director who will then meet with the appropriate staff to evaluate the material in question and consider the merits of the complaint. Consideration will be given to whether the material meets the library’s selection criteria. A decision will be made regarding whether to add or withdraw the material within a reasonable period. Written reasons for the decision will be provided to the patron. If the patron is dissatisfied with the decision or the written reply, the patron may appeal the decision to the Library Board at a regularly scheduled Board meeting. The Board, after receiving public testimony from the patron, other interested parties, and from the Director, will decide whether library policies have been followed and whether to withdraw the material in question.

Material subject to a complaint shall not be removed from use and circulation pending final action.

If a court having jurisdiction over the library decides that any material in the collection is unprotected by the Constitution of the United States, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

## Request for Reconsideration of Library Materials

The Board of Trustees of the Westport Library has delegated the responsibility for selection and evaluation of library materials to the Westport Library staff and has established reconsideration procedures to address concerns about materials. Completion of this form is the first step in the procedure. If you wish to request reconsideration of a library resource, please return the completed form to the Executive Director, Bill Harmer, The Westport Library, 20 Jesup Road, Westport, CT.

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book \_\_\_ Video \_\_\_ Display \_\_\_ Magazine \_\_\_ Library Program \_\_\_ Audio  
Recording \_\_\_ Newspaper \_\_\_\_\_

Electronic Information/Network (please specify) \_\_\_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_ Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Please use other side or additional pages if necessary)

5. Are there resources you can suggest which provide additional information and/or other viewpoints on this topic?