

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Board of Library Trustees upholds the principles of intellectual freedom as stated in the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.

Beaman Library provides free, open access to a diverse selection of materials reflecting differing viewpoints, ideas, opinions, and information, including those that may be considered controversial. Patrons must decide for themselves whether or not they will access particular materials. Parents and guardians have the right to do the same for their children but must give the same right to other parents and guardians.

While Beaman Library will not deselect an item in an effort to protect others from content considered controversial, patrons have the right to express concerns regarding a particular item or resource included in the collection and have that concern given serious consideration. If a patron would like to issue an objection regarding a particular item, the objection will be handled via the procedure described below.

- If an individual questions the inclusion of a particular item in the Library's collection, the individual may speak to any library staff member about the material in question. However, it is recommended that the individual be prepared to discuss the concern further with the collection manager, possibly at a later date.
 - The individual raising the concern will be provided with a copy of this policy as well as a copy of the Collection Development Policy so they may review the Library's guiding principles and procedures.
 - The individual will be notified that the item will remain in the collection and available for circulation throughout this procedure.
- West Boylston residents have the right to further appeal if their concerns remain unresolved. After reading or watching the item in full, they may submit a completed Request for Reconsideration of Library Resources Form. Once the form is received:
 - The Library Director will acknowledge receipt of the form within 14 days, and at this time will schedule an appointment to discuss the concern.
 - The collection manager will read and review the material in full and will provide written documentation regarding why the item is part of the collection, including how the item meets criteria for selection, professional reviews, and how the item complements the collection.
 - This information will be given to the Library Director for review.

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- At the scheduled time the Library Director will discuss the concern with the individual, review the information provided by the collection manager, and share the decision.
- A copy of the request form without identifying patron information will be shared with the ALA Intellectual Freedom Committee as well as other state Library agencies.
- If concern on the part of the individual still remains, the individual may appeal the decision in writing to the Board of Trustees within 14 days of discussing the decision with the Library Director.
 - The Trustees will consider the appeal at their next regular meeting, or they may schedule an earlier meeting should circumstances present the need.
 - If Open Meeting Law or other circumstances prohibit the Board from meeting with sufficient speed when time is of the essence, the Trustees Chair will consider the appeal.
 - The Board reserves the right to limit the length of presentation and number of speakers at the hearing.
 - The decision of the Board of Trustees, or in extenuating circumstances its Chair, will be final.
 - The individual will be notified by mail of the Trustees' decision within 14 days of meeting.
- The Library will not review a concern relative to the same complaint for a period of three years.
- Individuals may submit only one Request for Reconsideration of Library Resources Form at a time.