

BEAMAN MEMORIAL PUBLIC LIBRARY
POLICY MANUAL

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES AND PROGRAMS

The Beaman Memorial Public Library Board of Library Trustees (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 Memorial Public Library (the 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 or attend a particular program. 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 the Library will not deselect an item or cancel a program in an effort to protect others from content considered controversial, patrons have the right to express concerns regarding a particular item, resource, or program offered by the Library. The Library is committed to giving serious consideration to all patron concerns.

If a patron would like to issue an objection regarding a particular item held by or a program offered by the Library, the objection will be handled via the following procedure.

- Patrons may share their questions or concerns with any staff member. However, it is recommended that the patron be prepared to discuss the concern further with the collection manager, program planner, and/or the Director, possibly at a later date.
 - The patron raising the concern will be provided with a copy of this policy as well as a copy of the Collection Development Policy or Programming Policy so they may review the Library's guiding principles and procedures.
 - If challenging library material, the patron will be notified that the item will remain in the collection and available for circulation throughout the review procedure. Programs being challenged will remain scheduled and visible within the calendar while this procedure unfolds.
- West Boylston residents have the right to further appeal if their concerns remain unresolved. After reading or watching the item in full, or attending the program in question, they may submit a completed Request for Reconsideration of Library Resources and Programs 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.
 - If material is challenged, the collection manager will review the material in full and will provide written documentation stating why the item is part of the collection, including how the item meets the current criteria for selection, professional reviews, and how the

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item complements the Library's collection. If a program is challenged, the program planner will review the content of the program and will provide written documentation regarding why the program was offered, including how the program meets the current criteria for selection outlined in the Programming Policy.

- The Library Director will review the documentation and make a determination regarding whether the item meets the criteria outlined in the Collection Development Policy or whether the program meets the criteria outlined in the Programming Policy. The Library Director will communicate this determination to the patron when scheduling an appointment to discuss the concern.
- At a scheduled appointment, the Library Director will discuss the concern with the patron and address any questions regarding the determination.
- A copy of the request form, with the patron's identifying information redacted, will be shared with the ALA Intellectual Freedom Committee as well as other state Library agencies.
- If the patron still has concern regarding the material or program, the patron may appeal the decision in writing to the 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 or the Chair's designee will consider the appeal.
 - The Trustees reserve 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 or designee, will be final.
 - The patron 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 and Programs Form at a time.

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