

Lindsborg Community Library

Challenged Materials Procedure

Approved 03.22.22

When a library patron challenges the appropriateness of specific materials or requests that items be removed from the shelves, the following procedure will be used for reconsideration of inclusion in Lindsborg Community Library (LCL) collections:

1. Reconsideration requests will be handled initially by the Library Director. The Director will offer any person making such a request the opportunity to discuss the material.

The discussion should take place in a relatively private area of the Library. The Director will listen to the library patron, then explain the guidelines found in the LCL Collection Development Policy which describe how and why materials are chosen for the collection.

2. If the person making the complaint wants to continue the process after talking with the Library Director, they will be offered a Challenged Materials form to complete.

The person making the request should be properly identified and the form should be filled out in its entirety. When the form is submitted, the Library Director should explain what they can expect for the remainder of the process.

3. After the Library Director receives the completed form, she shall appoint a Reconsideration Committee to review the request. The Committee shall consist of the Library Director, a South Central Kansas Library System consultant, and 1-2 LCL Board members. They will be authorized to make decisions regarding the challenged materials without the presence of the full LCL Board.

The Committee shall meet to discuss both the patron's concerns and viewpoints in support of retaining the material before deciding on a recommendation for action. The Library Director will inform the LCL Board of the committee's formation, meeting, and decision.

4. The Library Director will provide written notification of the Reconsideration Committee's decision to the person submitting the request. If they are not satisfied, they may appeal to the LCL Board within three weeks of notification of the committee's decision.
5. If the decision is appealed, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the LCL Board for consideration at its next regular meeting. The LCL Board's decision will be final.