

RECONSIDERATION OF MATERIALS POLICY

Reviewed by: Head of Collection Development and Technical Services, Librarian, or delegate, with input from relevant staff
Approval authority: Director of Library and Archives
Approval date: April 1, 2024
Next review date: December 1, 2024

Purpose and Background

This policy addresses information related to the reconsideration of materials acquired by the SRSU Library through its collection development practices and policies.

Review

This policy is reviewed annually.

Selected Resources

American Library Association's [Freedom to Read Statement](#), which states that:

The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

Procedure

Any person requesting reconsideration of any materials must complete and sign a **Reconsideration of Library Materials Form** (located as an addendum to this policy).

The completed and signed form will be reviewed by the Head of Collection Development and Technical Services, who will draft a recommendation concerning disposition of the challenged material to the complainant within eight weeks of receipt, and forward to the Director of Library and Archives along with the original Reconsideration of Library Materials Form for review. The Director of Library and Archives has the responsibility and liability for the final decision.

The Head of Collection Development and Technical Services has the responsibility of notifying the complainant as to the decision regarding the materials. The complainant shall be notified within three months from the date of receipt of the signed form, except in unusual circumstance (i.e. overlapping annual leave, transition of personnel, etc.) All decisions are final. Once validated by the process, materials shall not be eligible for further reevaluation as each challenged item has been through a rigorous review. An

updated file listing the title, date challenged, date resolved, disposition, will be kept by the Head of Collection Development and Technical Services, and provided to anyone who requests the list.

This policy is based on the "Reconsideration of Materials" policy written by UNT Libraries, licensed under a Creative Commons Attribution 4.0 International License.

Reconsideration of Library Materials Form

Library materials will not be reconsidered without a signed and fully completed form.

Title of work: _____

Format of material: _____

Author: _____

Call number: _____

Barcode: _____

Name of complainant initiating request: _____

Mailing address: _____

Day telephone: _____

Email address: _____

Do you represent? (circle one) Yourself an Organization

If you represent an Organization,

Name of organization: _____

President/Primary Officer of organization: _____

Mailing address of organization: _____

1. To what in the work do you object? Be specific. Cite page numbers and quote exact passages.

2. Did you read, watch, or listen to the entire work?

If not, what parts did you read? Be specific. Cite page numbers, chapters, scenes, sections, tracks, etc.)

3. *In your opinion, what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?*
4. *What disposition do you wish concerning this work? Why?*
5. *If the work purports to be a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.*
6. *Are you aware of judgments of this work by literary critics and/or subject specialists? What reviews have you researched? Be specific. Cite your work.*
7. *In its place, what work would you recommend that would equally convey as valuable a picture and perspective of the subject treated? List specific titles with authors of materials. Materials must cover the same subject matter, and out of print publications may not be suggested.*

Signature of complainant: _____

Date: _____