



Farmville Public Library

Materials Review Policy and Procedure

The Farmville Public Library staff and its Board of Trustees support intellectual freedom and subscribe to the principles of the American Library Association's *Library Bill of Rights* and its *Freedom to Read* and *Freedom to View Statements*. The library staff applies the selection criteria described in the Farmville Public Library's Collection Development Policy in order to provide books and other materials, programs, and displays that meet the information, education, and entertainment needs of our community. We also strive to reflect the widely diverse viewpoints within the community.

Any Farmville Public Library cardholder in good standing may request to have an item or items in the collection reviewed. This review may include request for removal of the item, relocation of the item, or some other disposition. Because removal of an item from the collection prevents all library users from accessing it through the library, and because relocation of an item may place a barrier between the item and its intended audience, a review request requires special effort on the part of the person making the request and should not be made lightly or frivolously.

Review requests are measured against the Materials Selection Process and the Intellectual Freedom Statement in the Collection Development Policy. If the item in question is determined to have met selection criteria, it will remain in the collection. Further, libraries must take special care to ensure that individual's' freedom to read and view under the First Amendment of the United States Constitution are upheld.

Review Requests – General Requirements

- Anyone requesting the review of an item must have been a Farmville Public Library cardholder for a minimum of 30 days and must be in good standing (no overdue or lost items).
- A patron requesting the review of an item must have read, viewed, or listened to the work in its entirety before requesting the review.
- A patron requesting the review of an item must read the Farmville Public Library Collection Development Policy and this Materials Review Policy and Procedure in their entirety.
- A patron may request the review of only one item at a time and no more than three (3) items in a calendar year (which will be measured from the date of the first request for review).
- No challenged materials shall be removed from the library's collection except on the recommendation of the Library Director or upon the formal action of Library Board of Trustees when the recommendation of the Library Director is appealed.
- Once reviewed, the material in question will not be considered for review again for a period of three (3) years from the date of the final decision.

Materials Review Process

1. A patron expressing concern about an item must first discuss their concern with the Library Director. The patron will be provided with a Materials Review Packet, including the Farmville Public Library Collection Development Policy, the Materials Review Policy and Procedure, and the Request for Review of Library Materials form.
2. The completed form is reviewed by a committee of one or more members of the library staff who are responsible for materials selection and by the Library Director. The staff member(s) will objectively review the material in question to determine if the selection criteria and principles stated in the Collection Development Policy were applied in the selection process.
3. The Library Director will send a written response to the requestor within forty-five (45) calendar days of the form's date of submission. The Library Board of Trustees will also be notified of the request for review and the response of the Library Director.
4. Should the patron wish to appeal the committee's decision, he or she may make a final appeal in writing to the Board of Trustees. This appeal must be received by the Library Director within twenty (20) calendar days of the date of the Library Director's response.
5. The Board will review the material in question, the Request for Review of Library Materials form and the Library Director's decision and rationale, and will respond to the patron within sixty (60) days.
6. The decision of the Library Board of Trustees is final.
7. Once reviewed, the item in question will not be considered for review again for a period of three (3) years from the date of the final decision.

It should be noted that the material under review will remain on the shelf for circulation until the review process is completed.