

## **Policy for Patron's Request for Reconsideration of Library Materials**

Kingston Public Library's collection of materials will not reflect only one point of view, but many. Sometimes those views conflict or overlap. Users of library materials may feel strongly about the inclusion of materials that may not reflect their point of view. They do not have the right to remove the materials from others' use. They can ask that their minor children not be allowed to check out particular materials. If a user continues to have strong feelings about a particular title, they will proceed to the Kingston Public Library materials challenge policy and complete the appropriate measures.

### **Appointment of the Challenged Review Committee**

The Kingston Public Library Board will select a five-member committee to serve as a review panel on challenged items presented to the Director. The members will be appointed for a period of three-years. One member of the committee will serve as chairperson and a second as recording secretary. Appointment of officers will be made by the committee's membership. This committee is to act independently of the Library Board on matters of challenged materials. No member of the Library Board or employee of the Kingston Public Library shall be a member of this committee.

### **Process to challenge library materials or programs**

Customers who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Director. If the customer is not satisfied with the response of the Director to their request, the Director will give the customer a packet that includes:

- KPL's Collection Development Policy
- The Library Bill of Rights
- The "Freedom to Read" statement of the American Library Association
- "Request for Reconsideration of Library Materials" Form and Policy

If, after reviewing the packet, the customer wants to proceed with their request, a signed appropriate form (KPLF-5) may be submitted to the Library Director. The director in turn will present the request to the chairperson of the Challenged Review Committee. This will begin the formal reconsideration process. Anonymous complaints in writing or by other means are not honored.

The Chairperson of the Challenged Review Committee will inform the patron or resident of a time when the request will be reviewed. The review hearing is open to the general public.

## **Review process**

Upon receipt of a challenge application form the Director will submit the request to the chairperson of the Challenge Review Committee. The chairperson shall call a meeting of the committee and inform the complainant of the date and time when his or her request will be heard; attendance is optional for the complainant. The committee secretary will place an announcement of the hearing in a newspaper of general circulation at least three days prior to the hearing. All review hearings will be open to the public.

The complainant will be given ample opportunity to present his or her concerns regarding the challenged item. Patrons or members of the community who support or disagree with the challenge will also be given an opportunity to speak. At the conclusion of presentations, the review committee may make a determination on the challenge, or if it is determined that further review is necessary, continue the hearing.

The Kingston Public Library and its Board will be bound to the decision made by the review committee. A minimum of three review committee members are required to form a quorum at any review hearing.

No action will be taken to remove or restrict access to any materials until a final decision has been made by the review committee.

A challenge of the same material may be re-submitted after a period of three (3) years.

Approved: 04-12-18