

Access to/Use of Library Resources: Challenged Materials Procedure

The following procedure shall be followed when a complaint is made concerning library materials:

- Complaints received in writing, by phone, or personal interview shall be referred immediately to the Library Director or a designee.
- Initial concerns or objections from patrons will be discussed with the Library Director. If the patron, after an informal review with the director continues to have a concern or objection, they shall be supplied with a standard "Request for Reconsideration" form and a copy of the selection policy. No action shall be taken on the complaint until the written form is completed and returned to the director.
- The completed form will serve as an appeal and will be acted upon by the Library Director in consultation with the Educational Policy and Curriculum Committee (EPCC).
- The EPCC and Library Director shall review the challenged material in its entirety, determine the extent to which the material supports the curriculum, and return a written report of their findings to the Provost.
- The committee report is to be submitted to the Provost within 20 working days, and shall include a recommendation that the material be either retained without restriction, retained with restriction, or not be retained.
- Challenged material shall remain a part of the libraries collection during the reconsideration process and recommendation.
- The Library Director will inform the complainant, in writing, of the decision made by the Provost.