

Mexico-Audrain County Library District Reconsideration of Library Materials Policy

Mexico-Audrain County Library District (MACLD) values the opinions of its community of users. Both MACLD library card holders and other individuals who live within the library district are free to express opinions or concerns about specific library materials. Please note that the presence of materials in the library collection does not indicate that MACLD endorses the content of the items. Materials are purchased using standard evaluation methods outlined in the MACLD Collection Development Policy. This policy is based on established national guidelines which support intellectual freedom, confidentiality, and privacy for all library users.

The choice of library materials accessed by a library user is an individual matter. While a user may reject materials for personal use, one may not restrict access to those materials by other library users. Responsibility for library materials selected and accessed by children and adolescents rests with their parents or legal guardians.

A library user may request the reconsideration of library material, or a parent or guardian of a minor within the library district may dispute or challenge the age-appropriate designation affixed to any presentation, event, material, or display in the library. The requester will be referred immediately to the Library Director or the librarian in charge. A courteous, respectful two-way discussion should take place. The library staff member will patiently listen as the requester shares their concerns, and the requester will listen as the staff member explains the Collection Development Policy and the application of selection principles. Other relevant information may be discussed depending on the presentation, event, material, or display in question.

If a library user persists in requesting that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. A separate Reconsideration Request Form must be filled out for each item.

The procedure for reconsideration of library materials consists of the following:

1. The library user must complete the Reconsideration Request Form and submit it to the Library Director or their local library branch who will forward the form to the Director. This request may not be submitted anonymously.
2. The Reconsideration Request Form will be referred to a committee consisting of the Director, Assistant Director, and a specialist librarian to determine whether retention of the item would be in violation of the Collection Development Policy.
3. The committee will reconsider the item using the general criteria of the Collection Development Policy and reviews from recognized sources, and then make a written decision.
4. The Director will inform the Library Board of Trustees of the committee's decision.
5. The Director will respond in writing to the library user regarding the committee's decision. Committee members' comments will not be attributed, although brief quotes may be used in the Director's response.
6. An appeal of this decision may be made to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Reconsideration Request Form and the committee's written recommendation. The Library Board will reconsider the decision based on whether or not the particular item conforms to the general criteria outlined in the Board-approved Collection Development Policy. The Board of Trustees shall then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.

7. Results of the dispute or challenge, including the title of the challenged item, shall be disclosed to the public and published on the library's website. The name of the person challenging the item will not be public record.

During the review process, the Library will take appropriate action to insure that the item will continue to be available.

Drafted 4/14/2023 – Modified 5/18