

ACADEMIC LIBRARY SERVICES PROCEDURE MANUAL

200.35

Subject: RECONSIDERATION OF LIBRARY MATERIALS

Title: RECONSIDERATION OF LIBRARY MATERIALS

Operational Procedure - Date Adopted by the Library Services Faculty: APRIL 20, 1989

Administrative Procedure – Date Issued by Administration:

Date Revised: December 12, 1991; January 11, 2024

Academic Library Services supports the ALA "Library Bill of Rights" with regard to censorship of library materials. Academic Library Services does, however, provide library users the opportunity to state any objections to materials in its collections. "Request for Reconsideration of Library Materials" forms are available from staff at public service desks. The following procedures should be observed.

PROCEDURES

1. When an employee is approached by a person stating objections to the library's ownership of a given title, the employee will give the complainant a "[Request for Reconsideration of Library Materials](#)" form to complete.
2. After the complainant has completed the form, the employee will forward the request form to the Assistant Director of Collection Management and Scholarly Communication or the Assistant Director of Special Collections, depending on the home location of the item. The Assistant Director will send a copy of the complainant's request to the Director or his/her designee and to the appropriate subject liaison.
3. The subject liaison will review the complaint and the title in consultation with the Assistant Director. Within 5 business days, they will recommend whether any further action should be taken and what that action will be.
4. This recommendation will be forwarded to the Director or his/her designee for a decision based on the written recommendation and further consultation with the Assistant Director and subject liaison.
5. The Assistant Director will inform the complainant of the outcome.