

## CHALLENGE TO MATERIALS POLICY

When a patron questions the inclusion of any material in the Library's collection, the patron will be offered a copy of the ***Collection Management Policy*** and given a ***Patron's Request for Review of Library Materials*** form. This policy and copies of the form shall be made available at all public service desks.

The completed form will be given to the appropriate Department Head and the Library Director. The Library Director and Department Head will discuss appropriate measures to address patron concerns. The patron will then be contacted to seek resolution to the patron's concerns. If the patron chooses to pursue a materials challenge, the Director will, at the earliest possible time, place the item on the agenda to be discussed by the Library's Board of Trustees. The patron will be advised of the meeting time and date and given the opportunity to express his/her concerns in person. The patron will be advised in writing of the decision reached by the Board within thirty (30) days of the Board of Trustees meeting. The decision of the Board will be final.

Adopted 12/13/12