



Re-Evaluation of Library Materials

The Library Board of Trustees and library staff welcome input and reaction to materials in the collection from Madison County Library patrons. Pursuant to a carefully considered and periodically reviewed Material Selection procedure, the Madison County Public Library staff purchases books and other materials for patron use. The selection portion of the library staff's many functions is carried out by professional librarians with the education or training for this responsibility.

From the vast assortment of material published annually, these staff librarians make every effort to select items suitable and appropriate for reading, listening, and viewing. Nevertheless, from time to time, a library patron voices disapproval of the staff's selection of an item. When this occurs, the following procedure is implemented.

1. Any library staff member will offer the patron a Materials Review Form to complete as an initial step in the review procedure. The completed form, together with the item of concern, is then given to a member of the Materials Review Committee. Within three business days, a designated Review Committee member will contact the patron. This initial contact may be either a face-to-face meeting or a telephone discussion during which the Review Committee member will listen to the patron's concerns in detail and then will explain thoroughly the care taken in the selection process. The Review Committee member may also provide the patron with information regarding the history of the item--frequency of patron use and any previous concerns.
2. If this initial conference satisfies the patron, the appropriate portion of the Materials Review Form will be completed by the Review Committee member. The form will be filed alphabetically by title in the Materials Review file in the Library Director's office.

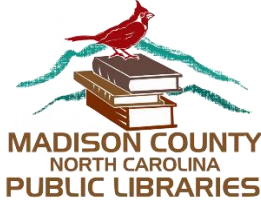
If this initial conference does not satisfy the patron, the Review Committee member will advise the patron of the Request for Reevaluation Form. Should the patron wish to pursue further review of the item, the patron can complete the form and submit it to the Library Director within seven days.

3. Upon receiving the completed Request for Reevaluation Form, the Library Director will assign three staff members, chosen at the director's discretion, to review the item and determine if there is merit to the patron's concern. Typically, this committee will include the Manager responsible for the collection containing the material in question, who will serve as chair of the committee. In this capacity, the manager will gather several reviews and order history of the material in question and will distribute such materials to the other committee members.
4. The review should be accomplished within a 30-day period. Additional copies of an item of concern may be obtained through resource sharing to expedite the process. After a thorough perusal of the item and supporting material, the three staff members, independent of each other, will write a report utilizing the Review Committee Reevaluation Form that will include: (1) Responses to the patron's specific entries on the Request for Reevaluation Form, (2) Statements addressing the item's appropriateness or inappropriateness for inclusion in the library collection within the guidelines for selection, (3) A recommendation to retain or change the location of the item, or remove

it. The committee will then meet to discuss the item of concern and, if possible, to arrive at a unanimous recommendation.

5. The reports and recommendation will be turned over to the Library Director for action. The Director will review all the information and arrive at a decision regarding the final disposition of the item.
6. When final disposition is made, a copy of the entire record together with a brief cover letter will be mailed to the patron. The original record will be retained for three years and be made available to the public during reasonable hours.
7. In the event that the patron is dissatisfied with the decision, the patron may appeal to the Library Board of Trustees.
8. Once subject to the review process, an item of concern will not be reviewed again for a three year period.

Approved by the Library Board of Trustees – November 19, 2024



MATERIALS REVIEW FORM

Title of Item _____

Format (Circle one) Book, Periodical, Video, Audiobook, Other _____

Concern _____

Name of Patron _____

Patron's Telephone Number _____

Date and Time _____

We're interested to hear what you have to say. One of our professional librarians will contact you within three business days.

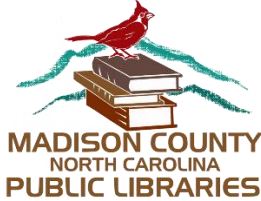
FOR MATERIALS REVIEW COMMITTEE USE ONLY

Date of Patron Contact _____

Outcome of Conference _____

Name of Librarian _____

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REQUEST FOR RE-EVALUATION OF MATERIALS FORM

Name of Patron Filing Request _____
Patron's Madison County Library Card Number _____
Date of Creation of Library Account _____
Patron's Telephone Number _____
Patron's Address _____
Patron's Email Address, if any _____
Date of Request _____
Do you represent a group or organization? YES _____ NO _____
If yes, what is the name of that group and what is your position?

Title of Work to Be Evaluated _____
Author _____
Publisher _____ Date of Publication _____
Format (Circle one) Book, Periodical, Video, Audiobook, Other _____
How did you locate or come across this work? _____

I certify that I have _____ read _____ viewed _____ listened to this work in its entirety.

Signature: _____

What is the reason for your request for re-evaluation? _____

Please cite specific pages or sections that are objectionable. (If insufficient space is provided, please attach page.) _____

What do you believe is the central theme or purpose of this work? _____

In what ways might the passages in question be necessary to carry out the theme or purpose of the work? _____

Did you find any positive value in the work? _____

In your opinion, do you believe this work would be considered of value to another audience? Why? _____

Are there other items related to this subject that you feel would be better suited for the library's collection? _____

Cite any reviews of this title that you have read. _____

What action do you recommend that the Madison County Public Libraries take on this material? _____

REVIEW COMMITTEE RE-EVALUATION FORM

Title of Work to Be Evaluated _____

Author _____

Publisher _____ Date of Publication _____

Format (Circle one) Book, Periodical, Video, Audiobook, Other _____

[Reviews attached]

Date of Purchase _____

Was purchase the result of a specific request? _____

Number of Copies, Locations, and Use _____

Are there other items in this genre/format and, if so, give examples. _____

Any Previous Concern(s) including Date of Concern(s) _____

Please respond to the following after your review of the work in its entirety.

Responses to patron's specific concerns _____

Statements concerning item's appropriateness or inappropriateness for inclusion in the library collection within the guidelines for selection _____

Recommended action _____

Name of Reviewer/ Date of Review _____

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