

**MISSION STATEMENT**

*The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.*

**REQUESTS FOR RECONSIDERATION OF MATERIALS**

The Library Board recognizes that patrons of the Algona Public Library represent a broad range of ages, educational levels, interests, religious faiths and cultural backgrounds. All of these considerations result in varied attitudes toward the types of items deemed to be necessary and appropriate with respect to materials purchased or received as gifts in the library.

The Bill of Rights of the United States and the State of Iowa uphold the rights of individuals to hold to their personal beliefs and to be heard if they believe those values to be compromised through forceful imposition of the values of others.

Accordingly, the Algona Public Library Board assures that all patrons may exercise a right to request reconsideration of any library material held for general circulation by following these procedures:

- 1 Nothing will automatically be removed from the Library collection because of an objection to it.
- 2 Any individual or group wishing to protest the presence of an item in the library collection shall contact the Director. In the instance of a group concern, the group shall designate one member as spokesperson for the group.
- 3 The Director will gladly visit with anyone regarding selection concerns.
- 4 Should an informal visit with the Director fail to satisfy the concerned party a "Request for Reconsideration" form and a copy of the library's Selection Policy will be given to the concerned party.
- 5 An appointment for a more in depth discussion of the concern(s) will be made with the Director at a time and date which is amenable to both parties.
- 6 The Director will appraise the selection process including the examination of professional reviews regarding the material in question, and will determine if the material has been selected in accordance with approved Library Policy and that approved Library procedures have been followed.

- 7 The Director upon meeting with the concerned party will explain the selection process for the item in question stating the items value to the collection and therefore its inclusion in the collection.
- 8 Should the concerned party wish to continue with the Request for Reconsideration:
  - a) The completed "Request for Reconsideration" form with all portions completely filled out must be submitted to the Director. The request for action must be clearly stated.
  - b) The concerned party must be able to demonstrate that she/he has read, viewed or listened to, in its entirety, the material in question.
  - c) If removal of the item in question is sought the concerned party should suggest an alternative selection of equal quality.
  - d) A hearing will be scheduled before the Library Board of Trustees for the next regular Board meeting.
9. The Board, after hearing the concern(s), shall determine if the material has been selected in accordance with approved Library Policy and that approved Library procedures have been followed.
10. The Board of Trustees shall establish the materials value to the collection, and make a determination.
11. The decision of the Library Board of Trustees based on a Request for Reconsideration is final and not subject to further appeal.
12. Items undergoing the Request for Reconsideration process shall remain on the shelf until the request has been withdrawn or a determination has been made by the Board of Trustees.

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