

Lisle Free Library

Daily Operations

Policy I-E “Questionable Material & Challenge Procedure”

Effective Date: 9/4/2018

Application: Patrons, Library Staff, Trustees

Statement of Purpose: As the Lisle Free Library exists to provide quality service to the residents of Lisle, New York and adjacent communities in an open and non-judgmental environment with free access to internet connected computers and other library materials in a variety of formats, the purpose of this policy is to insure that the services and resources being provided are consistent with facilitating a safe and education environment.

Policy: The Lisle Free Library selects, makes available, and promotes the use of library materials, whatever the format, which meet the information needs of the community; supplement formal and informal study; reflect a variety of opinions (minority and majority) on a subject; support business, cultural, recreational and civic activities of the community; stimulate self-understanding and growth; enhance job-related knowledge and skills; and increase knowledge of and participation in the affairs of the community, the country and the world.

The authority and responsibility for the selection of library materials is delegated to the Director and, under his/her direction, to the staff members who are qualified for this activity by reason of education, training and/or experience. Book selection relies heavily on reviews from current media such as Library Journal, Booklist, the New York Times, and other professionally-recognized sources. Suggestions from readers are welcome and are given serious consideration. Final decision for purchase rests with the Library.

The evaluation of materials is characterized by flexibility, open-mindedness and responsiveness to the changing needs of the Library’s patrons. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression.

The choice of library materials by users is an individual matter. The Library recognizes that some materials may be controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building of the collection and to serving the interests of the community. Library materials will not be marked to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. Responsibility for materials chosen by children and adolescents rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Typically, the Library cannot supply textbooks used in the schools and colleges of the area.

The Lisle Free Library supports intellectual freedom and endorses the following intellectual freedom statements of the American Library Association: the “Library Bill of Rights,” the “Freedom to Read,” and the “Freedom to View.”

Weeding: In order to keep the Library’s collection viable, Library staff will consider the following criteria during the weeding and discarding process: physical condition of the material; unnecessary duplication; outdated information; and lack of demand by the public. The Library Director or his/her designee will determine the disposition of discarded collection materials.

Requests for Reconsideration: Should any patron of the Lisle Free Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a “Challenge Form” to the Director (Form located at end of policy.) The Director will examine the challenged item(s), review sources, circulation statistics and other relevant data.

The complainant must be properly identified before the request is considered.

No action will be taken before the complaint is brought before the Board of Trustees.

The written complaint will be presented to the Board of Trustees at the next monthly meeting. The Board shall read and examine the challenged material, consider the specific objections to the material voiced by the complainant, and weigh the values and faults of the material as a whole. The Board will, where appropriate, solicit advice or opinion from other library Directors, the Four County Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee. The Board shall issue a written report within ninety days to the Director containing its recommendations. The Director shall review the report of the Board and notify the complainant.

Responsibility: It is the responsibility of the Director to execute any decisions made by the power of this policy, to report all complaints to the Board, and communicate the Board’s decision to the concerned patron in a timely manner. It is the responsibility of the Board to give due consideration to all complaints and to evaluate the challenge with respect to the mission of the library.

Approved: 9/4/2018 by the Lisle Free Library Board of Trustees

Lisle Free Library
Challenge Form

The Board of Trustees of the Lisle Free Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Library Director.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent self? _____ Organization? (Name) _____

Resource on which you are commenting:

_____ Book _____ Audio _____ Video _____ Magazine

_____ Library Program _____ Newspaper _____ Electronic

_____ Other (please specify) _____

Author _____

Title _____

Publisher/Producer _____

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

Have you examined (read/heard/seen) the material in its entirety?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
