

**KIRKENDALL PUBLIC LIBRARY**  
Ankeny, Iowa

**The Mission of the Kirkendall Public Library**

*To be a community center of learning experiences and entertainment,  
interaction, and connection*

**SUBJECT:** RECONSIDERATION OF MATERIALS

**BACKGROUND:** A. Because of the rich diversity of human experience and opinion, it is inevitable that some of the materials contained in the library's collection will not be approved of or appreciated by all of the Library's patrons. The Library has a responsibility to serve the diverse needs and interests of the community.

B. The Library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public issue. The function of the Library is to provide materials from which patrons can make choices, not to make choices for patrons.

**POLICY:** A. The Board of Trustees of the Kirkendall Public Library welcomes all comments regarding the Library's collection.

B. The Board of Trustees of the Kirkendall Public Library believes that no citizen has the right to prevent another from reading a specific book or using specific materials by demanding the removal of such materials from the Library's collection.

C. The Board of Trustees of the Kirkendall Public Library shall establish a Reconsideration Committee to review all patron requests for items to be removed from the Library's collection. The Reconsideration Committee shall evaluate all items contested and determine the appropriateness of keeping that item in the Library's collection.

**PROCEDURE:** A. Any patron questioning the appropriateness of material purchased by the Library shall first bring his/her concern(s) to the attention of the Library Director and present the reason(s) he/she feels the material is not appropriate for the Library's collection.

B. If, after discussing the matter with the Library Director, the patron remains dissatisfied with the decision made relative to the material in question, he/she may initiate the formal review process by completing the Library's *Reconsideration Request Form*.

C. A Reconsideration Committee shall then be appointed and convened to review the request and make recommendations concerning the appropriateness of the material in question.

D. The Reconsideration Committee shall consist of persons who bring particular knowledge and competencies to bear on the specific complaint. The review committee shall select its own chairperson and adopt any rules necessary for conducting business and discussions. Copies of the material in question shall be distributed to the committee members prior to the first meeting.

E. The Reconsideration Committee's deliberations shall include:

1. A review/discussion of the patron's submitted *Reconsideration Request Form*.
2. A review/discussion of any professional appraisals/assessments of the material in question.
3. A personal presentation by the patron of his/her objections and concerns including a discussion as to why he/she believes the material is not appropriate for inclusion in the Library's collection.

F. The committee shall evaluate and consider all relevant information related to the matter and provide anyone with specific knowledge concerning the issue the opportunity to speak.

G. The sole criteria for the Reconsideration Committee's final decision shall be the appropriateness of the material for its intended use. At the completion of the Reconsideration Committee's review a secret ballot vote shall be taken to decide one of the following outcomes:

1. To take no removal action.
2. To remove all or part of the challenged material from the library's collection.
3. To limit the use of the challenged material.

H. A written summary of the Reconsideration Committee's decision including relevant supportive documentation shall be forwarded to the complainant and other interested parties.

**Adopted by Library Board of Trustees:** September 2002

**Policy Revised:**

**Policy Reviews:**

April 17, 2014