

## Principles

Just as they have the right to make recommendations for additions to the Library's collections, Library card holders may request materials be withdrawn or reconsidered. Likewise, Library card holders may request reconsideration of any Library service or program offering.

## Guidelines

1. The Library only will consider requests for materials to be withdrawn or reconsidered submitted by persons holding a valid Montclair Public Library card.
2. All written requests must be submitted using the Library's Statement of Concern Regarding Library Resources form.
3. Requestors must complete the form, including listing their full name and address, and signing the form.
4. Requests must state the specific basis for the request and cite specific examples to support the request.

## Procedures

1. A card holder, who objects to an item in the Library's collection or a program or service offered, may complete the *Statement of Concern Regarding Library Resources* form. Completed forms should be submitted to the Director.
  - A. If the concern is over an item in the collection, the Library will retain one copy of the item in question until the full reconsideration process is complete; other copies will remain in circulation. If there is a copy of the item available in the Library, it should be checked out and forwarded to the Director. Otherwise, a hold for the item should be placed on the Director's behalf, and the item shall be forwarded to the Director as soon as it becomes available.
  - B. If the concern is over a service or program, staff should provide the Director with relevant materials about the service or program (i.e., any outline or summary of, and any publicity for, the program).
2. The Director will ask the appropriate staff member to provide the following information:
  - A. Journal reviews of the item and whether it has won or been nominated for any awards
  - B. Item circulation and holds statistics for the material in question
  - C. Reviews and communications regarding the program or service
  - D. Any record indicating when the Library first added the item to its collection, why it

was originally chosen for inclusion in the collection, and what, if anything, changed since that time.

- E. Information on whether the item has been recommended or approved by any independent entity, i.e., any state or federal agency, such as part of a specific curriculum or for a specified purpose.
  - F. Any additional relevant information.
3. The Director shall read, listen to, or view the item. If the program has already occurred, the Director will attempt to view the program at another venue or any recording of the program from the Library or any other venue.
  4. The Director shall request one or more members of the Library Board of Trustees to read, listen to or review the item. If the program has already occurred, the Board member(s) will attempt to view the program at another venue or any recording of the program from the Library or any other venue.
  5. A copy of the reconsideration request will be included in the Board packet as an agenda item and the Board will act to retain, re-catalog, or remove the item, which shall include a recommendation from the Director and/or the Library Trustee as to what action the Board should take with regard to the request. The Director and the Trustee(s) may consider any or all of the following factors in making a recommendation to the Board as to whether the item, service or program, taken as a whole, is consistent with the Library's intention to provide a collection and services, which meet the informational, educational, and recreational needs of the customers in the Library's service area, in accordance with the Library's Materials Selection and Collection Development Policy (INF-1):
    - A. Journal reviews of the item;
    - B. Whether the item or program has won or been nominated for any awards
    - C. Item circulation and holds statistics for the material in question, volume of usage for the service, or attendance at the program.
    - D. Reviews and communications regarding the program or service
    - E. How long the item has been part of the Library's collection, how long the Library has offered the service, or how many times the program was presented
    - F. Why the item, service or program originally was selected for inclusion or presentation
    - G. Whether the item has been recommended or approved by any independent entity, i.e., any state or federal agency, such as part of a specific curriculum or for a specified purpose.
    - H. Whether the request supports the Library's Materials Selection and Collection Development objectives or will have the primary effect of restricting access to certain

- political ideas or social perspectives.
- I. Whether the basis for the request appears to be discriminatory against members of any protected status.
  - J. Whether the request is based on the material taken as a whole, or just specific sentences, passages or portions
6. The Director will inform the card holder in writing of the Board's decision on behalf of the Board.
  7. The Director will complete an American Library Association Office for Intellectual Freedom Challenge Database form.
  8. The item will be retained, re-cataloged or removed based on the decision of the Library Board of Trustees.

Revised and approved: September 18, 2023 by the Library Board of Trustees

**Montclair Public Library**  
**Statement of Concern Regarding Library Resources**

The Board of Trustees of the Montclair Public Library has authorized the use of this form as part of its *Reconsideration of Library Materials* policy. Return completed form to:

Library Director  
Montclair Public Library  
50 S. Fullerton Avenue  
Montclair NJ 07042

The form must be completely filled out with all items answered. The Library only will consider submissions from persons holding an active Montclair Public Library card.

Submitters will be notified in writing regarding the decision of the Library Board of Trustees

Print Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I am submitting on behalf of: Self: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Title of Item, Program, or Service: \_\_\_\_\_

Author: \_\_\_\_\_ Format (e.g., book, CD, DVD): \_\_\_\_\_

If a program or service, what date did it occur? \_\_\_\_\_.

Did you read, view or listen to the entire work, or attend the program? Yes \_\_\_\_ No \_\_\_\_

What specifically concerns you about this item, program or service and why do you think the Library should remove or discontinue it? (attach additional pages if necessary)?

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_