



Reading at the Rock Library
read. connect. inspire.

Materials Reconsideration Policy and Procedure

Purpose

Reading at the Rock Library strives to provide diverse materials that reflect a wide range of viewpoints, interests, and backgrounds. We support the Freedom to Read and adhere to the principles outlined by the American Library Association (ALA) regarding intellectual freedom. However, we recognize that some individuals may have concerns about certain books or materials. This policy outlines the process for submitting and reviewing challenges to library materials.

Who May Submit a Challenge?

Challenges may be submitted by current Reading at the Rock Library cardholders or residents of the community served by the library.

Informal Concern Process

If you have concerns about a library book or material, we encourage you to first discuss them with a library volunteer. Many concerns can be addressed informally through conversation and understanding of library collection policies. For instance:

1. If the item is clearly cataloged for the wrong shelving location, the volunteer changes the location on the book and shelves it in the new location.
2. If the item should not be in the library collection due to condition, the volunteer may remove all reference to COS Reads from the book and remove it from the library collection.

If you wish to pursue a formal review, you may submit a Request for Reconsideration of Library Material Form.

Formal Challenge Process

1. Submit a Request for Reconsideration of Library Materials Form.
 - a. Complete the Request for Reconsideration of Library Materials Form available at the library or on our website.
 - b. Forms must be submitted in person or by email to SaveRockrimmonLibrary@gmail.com.
 - c. If the form was filled out in person, the volunteer makes a copy for the patron, files the original in the locking file cabinet, and emails the manager, alerting them that a Request for Reconsideration of Library Materials Form has been filled out.
2. Review Process:



Reading at the Rock Library

read. connect. inspire.

- a. The library manager will review the request with at least 2 current or retired professional librarians via email. They will consider the request, considering:
 - i. Professional reviews of the material
 - ii. The material's role in serving community needs
 - iii. Shelving location precedence established by WorldCat and multiple public libraries.
 - b. The material will remain available during the review process.
 - c. The discussion and decision are shared with the COS Directors for final approval.
3. Decision and Response
- a. A written decision will be provided within 30 days of receiving the request.
 - b. If the requester is not satisfied, the patron may request an in-person meeting with the manager and the COS Reads director, where a final decision will be made.

Guiding Principles

- The library does not remove materials solely based on personal disagreement with content, political views, or religious beliefs.
- The presence of a book does not mean the library endorses its viewpoints.
- Parents and guardians are responsible for guiding their children's reading choices. For more information, please contact saverockrimmonlibrary@gmail.com.