
Township of Uxbridge Public Library
POLICY STATEMENTS

POLICY NO.: M-4RECONSIDERATION OF A SPECIFIC LIBRARY ITEM

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OBJECTIVE: To state the policy and procedure for responding to complaints about or reconsideration of library material.

DATE OF APPROVAL: October 21, 2004

MOTION: 04-63

DATE OF AMENDMENT: April 28, 2016 Motion: 16-35

1. STATEMENT

The Township of Uxbridge Public Library fully endorses the Canadian Library Association's Statement on Intellectual Freedom. Freedom of expression encompasses freedom of speech and access to information regardless of format or technology.

II. STATEMENT ON INTELLECTUAL FREEDOM

Every person in Canada has the fundamental right, as embodied in the Nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his/her thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of librarians to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals

and groups who need them.

Libraries should resist all efforts to limit the exercise of those responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

III. PROCEDURE

1. The library user is asked to read the Canadian Library Association's Statement on Intellectual Freedom and the *Collection Development Policy* of the Township of Uxbridge Public Library.
2. If the library user is not satisfied with the above explanations, s/he may submit a written *Request for Reconsideration of a Specific Library Item* (see Appendix A) to the Township of Uxbridge Public Library. Only objections received in this manner will require action from the Township of Uxbridge Public Library.
 - 3.1.1 The completed form and material will be reviewed and evaluated by the Chief Librarian.
 - 3.1.2 The Chief Librarian will objectively review the resource in question to ascertain that the selection criteria of the Township of Uxbridge Public Library *Collection Development Policy* were applied.
 - 3.1.3 A written response detailing the Township of Uxbridge Public Library's decision and any action to be taken and the Township of Uxbridge Public Library's position on intellectual freedom will be sent in response to the library user.
 - 3.1.4 When possible, support reviews will be included.
 - 3.1.5 The written response to the library user will be issued within 14 (fourteen) days of the date that the Reconsideration of Library Material form was submitted.

3. If the library user is not satisfied with the decision of the Township of Uxbridge Public Library, s/he may appeal in writing to the Board Chairperson, who will convene a Reconsideration Committee.
 - 3.1 The committee will consist of:
 - 3.1.1 Two members of the Personnel and Policy Committee
 - 3.1.2 The appropriate Department Head
 - 3.2 The committee will objectively review the resource in question to ascertain that the *Collection Development Policy* selection criteria and principles were applied.
 - 3.3 A written response detailing Township of Uxbridge Public Library's decision and any action to be taken and the Township of Uxbridge Public Library position on intellectual freedom will be sent in response to the library user.
 - 3.4 When possible, support reviews will be included.
 - 3.5 The written response to the requestor will be issued within 30 (thirty) days of the date that the committee was convened.
4. Should the library user wish to appeal this decision, s/he may make a final appeal in writing directly to the Township of Uxbridge Public Library Board which will schedule and conduct a public hearing within 30 (thirty) days of the final written request in order to reach a final decision.

TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY
MATERIAL

AUTHOR _____

TITLE _____

PUBLISHER _____

FORMAT (Book, Recording, Video, etc.)

REQUEST INITIATED BY _____

ADDRESS _____

TELEPHONE _____

REQUESTOR REPRESENTS SELF _____ OTHER GROUP _____

IF OTHER GROUP, NAME THE ORGANIZATION

1. WHAT DO YOU OBJECT TO IN THE ITEM? (Please be specific - cite pages, etc.)

2. WHAT DO YOU FEEL MIGHT BE THE RESULT OF READING/VIEWING THIS ITEM?

3. FOR WHAT AGE GROUP WOULD YOU RECOMMEND THIS ITEM?

4. DID YOU READ/VIEW THE ENTIRE ITEM?

IF NOT, WHICH PARTS DID YOU READ/VIEW?

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5. HAVE YOU READ ANY REVIEWS OF THIS ITEM?

6. WHAT DO YOU BELIEVE IS THE THEME OF THIS ITEM?

7. DO YOU STILL FEEL THIS ITEM SHOULD BE REVIEWED AGAIN BY THE LIBRARY?

PLEASE STATE THE ACTION YOU WISH TAKEN ON THIS ITEM?

Add it to the Library Shelve it elsewhere Remove it from the Library

Other (specify):

WHY?

PLEASE EXPLAIN HOW SUCH AN ACTION WOULD IMPROVE THE LIBRARY'S SERVICE TO THE COMMUNITY.

Remember: If you want this item withdrawn from the library because you would not want a child to use it, as a parent/guardian you are responsible for the items your child borrows.

DATE: _____

Signature of Requestor