

Policy: 401.1  
Subject: Citizens Request for Evaluation of Materials  
Reviewed: 11/08/2010  
Approved: 08/02/2000  
Revised: 12/14/2010

- 1) Milford Public Library supports the American Library Association's "Library Bill of Rights" and the "Freedom to Read" statement. The Library collects materials on subjects of interest representing all sides of controversial issues. Some materials are controversial in nature and may be offensive to some patrons; however, the concerns of an individual or group will not determine the availability of such materials to the public as a whole.
- 2) The library does not assume the role of parent or guardian. Parents or legal guardians have the responsibility to guide and direct the reading, viewing and/or listening activities of their own children.
- 3) Should concerns arise about a given resource in the Library's collection, these procedures will be followed:
  - a) Patrons who object to a particular item will be referred to the Director (or in the Director's absence, the Department Head/Librarian in charge).
  - b) The Director will discuss the library material in question with the patron and any involved staff members, attempting to resolve the concern to both the patron's and the Library's mutual satisfaction.
  - c) If the patron wishes to carry the complaint further, the Director or Department Head/Librarian in charge will provide the patron with a copy of the Materials Selection Policy, including the "Citizen's Statement of Concern" form, and any technical assistance needed to complete the form. The item(s) in question will remain available in the collection during the subsequent review period.
  - d) When the patron has returned the completed "Citizen's Statement of Concern" form to the library, written notification, along with a photocopy of the original complaint, will be sent to the complainant, advising him/her that the request has been received, is being reviewed, and will be acted upon as soon as possible.
  - e) The Director will read the request form and the material in question. Appropriate professional reviews concerning the material will be consulted.
  - f) The Director will include the "Citizen's Statement of Concern" as an agenda item at the next Library Board meeting.
  - g) The complainant will be notified in writing by the Director of the Library Board's decision.
- 4) If the Library Board determines the questioned material conforms to the requirements of the Materials Selection Policy, the Board will retain the material in the Library. An item will only be evaluated for reconsideration once in a twelve-month period.
- 5) At the discretion of the Board, materials may be reclassified (e.g., from nonfiction to fiction, from youth to teen, etc.)