



Reconsideration of Materials

Policy

The Irving Public Library believes that censorship is a purely individual matter and declares that, while any person is free to reject for himself or herself materials of which he or she does not approve, he or she cannot exercise this right of censorship to restrict the freedom of others to read, view, listen, or inquire. The Irving Public Library has set these regulations in place to assist in fulfilling the Library's goal to serve all the residents of Irving:

- Any customer who is a resident of the City of Irving and holds a resident borrower's card in good standing from the Irving Public Library is encouraged to speak with Library staff if they have questions on the Library's collection development policies. A copy of those policies shall be provided to customers upon request. The customer may request that the Library's Collection Development Supervisor respond directly to the customer regarding any library materials they may have questions or concerns about.
- If a resident's concern is not satisfied through discussion with Library staff, the resident may complete and submit a formal, written Request for Reconsideration of Materials. Copies of this request form may be obtained from any library service desk or by fax, mail, or e-mail from the Library.
- For a Request for Reconsideration of Materials to be considered by the Library Administration, it must meet the following criteria:
 - The most recent version of the request form must be completed in full.
 - The customer must be a resident of the City of Irving and hold a resident borrower's card in good standing from the Irving Public Library.
 - The recommendation form must be submitted to the Library Director or his or her designee. Submission may be completed in person, by mail, or by e-mail.
- Upon receipt of a completed Request for Reconsideration, the Director shall refer the Request for to the Senior Library Services Manager overseeing collection development.
- An Ad Hoc staff review committee will be appointed by the Senior Library Services Manager to review the Request, undertake a firsthand review of the material subject to the Request, and prepare a report. The Ad Hoc Staff Review Committee shall include collection development librarians familiar with the area of the collection of which the item(s) referred to in the Request are a part. The committee shall consider the following criteria when drafting report:
 - Consistency with the Library's Collection Development Policy
 - Cultural and/or literacy significance and quality
 - Audience for the material
 - Circulation history and customer requests for the material
 - Professional review and awards
- The Ad Hoc Staff Review Committee may recommend a number of actions including removal of the material, re-labeling/classification of the material, providing other restrictions on the material, or no action at all. The review process by the Ad Hoc Staff Review Committee will be completed and submitted to the Senior Library Services Manager within thirty (30) days from the date the complete Request for Reconsideration of Materials form is submitted to Library Administration.

- The Senior Library Services Manager shall have final discretion as to whether to follow or modify the recommendation of the Ad Hoc Staff Review Committee.
- The Senior Library Services Manager shall inform the customer in writing of his or her decision regarding the Request for Reconsideration of Materials no later than ten (10) days after receiving the report from the Ad Hoc Staff Review Committee.
- If the customer is unsatisfied with the Senior Library Services Manager's decision, the customer may appeal the Request for Reconsideration of Materials by asking in writing that it be referred to the Library Director within thirty (30) days from the date of the response to the customer.
- The customer will be notified of the Director's decision within ten (10) days of the appeal. The Director may request additional information from Library staff as well as from the customer submitting the appeal request.
- If the Director is required to render a decision under this policy, the Director shall notify the Library Board of the outcome in its next monthly report to the Board following his or her decision.
- Any previous outstanding Requests for Reconsideration of Materials shall be final upon the enactment of the new policy.