

Challenge of Library Materials Procedure

The Reuben Hoar Library believes in freedom of information for all and does not practice censorship.

The selection of materials is predicated upon the patron's right to read and freedom from censorship by others. Library materials may be controversial, and any given item may offend someone. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population. See [Collection Development Policy](#)

The Reuben Hoar Library Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The Reuben Hoar Library's Collection Development Policy guides the development and continuous evaluation of the collection to reflect the Reuben Hoar Library's mission to provide access to resources and opportunities that impact individual lives and build community.

If a Littleton resident should raise a question about the appropriateness of a particular item in the collection, a Request for Reconsideration form must be submitted to the Director in writing in order for any formal review of an item to take place. A copy of the form is located on the library website. Paper forms may also be obtained from the staff at the Main Circulation Desk.

Responsibility for materials selected and read, heard, or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.

No items are sequestered to control access.

Once an item goes through the reconsideration process, it will not be considered again for three years. The procedure is as follows:

- Request for Reconsideration form given to concerned patron (must be a resident of Littleton) by staff member
- Request for Reconsideration Form returned to Library Director, fully filled out with all fields completely filled out. Incomplete forms cannot be accepted and will not trigger the process. The challenged material must have been viewed in its entirety with the areas of concern highlighted..
- The Library Director acknowledges receipt of Request for Reconsideration Form in formal correspondence to patrons and outlines response procedure and anticipated timeline, attaching Collection Development Policy and copying Board of Library Trustees within 14 days from the date the form was submitted.
- The library material in question shall not be removed from the collection during the review process.
- Library Director convenes Review Committee made up of appropriate Department Head and the Director to:

- Read, view, or listen to challenged material/material of concern in its entirety.
- Research and copy professional reviews on work.
- Record notes and complete a Review Committee report.
- Library Director sends correspondence outlining Review Committee's findings and attaching excerpts/copies of professional reviews and reasons selection falls within Collection Development Guidelines to the patron.
- If the patron desires further action, an appeal may be made to the Board of Library Trustees. The board will take the following action if they do:
 - Work will be discussed with Review Committee findings in the next Trustees meeting, inviting the patron to attend if they wish.
 - Trustees will determine whether the work falls within approved Collection Development Guidelines, and will recommend retention, relocation or removal of the work within 30 days of the Trustees Meeting.
 - Library Director will send formal correspondence of the findings of the Board concluding the process.