

**COLLECTION POLICY**  
**GUTEKUNST PUBLIC LIBRARY**

**1.00 COLLECTION DEVELOPMENT**

**1.01 OVERVIEW**

State Center is a rural Iowa community with a population of approximately 1,400, situated in central Iowa in Marshall County. The Gutekunst Public Library serves the citizens of the community of State Center and its rural environs, as well as the communities of Clemons and St. Anthony. The City Code of State Center authorizes the Library Board to provide for services to persons who are not residents of the City or County "and to fix charges therefore." (see City Code 21.05 #7) The Board may authorize the use of the library by persons not residents of the City or County in the following way:

1. Lending. By lending the books or other materials of the library to non-residents on the same terms and conditions as to residents of the City or County; this may be done through the state Open Access program or by a city contracting for library service.

**1.02 STATEMENT OF PURPOSE**

The Gutekunst Public Library has set forth the following statement of purpose to provide a direction for public library service in State Center and Marshall County.

1. To meet the information, cultural, and recreational needs of all ages through a variety of media.
2. To facilitate informal self-education of all people in the area.
3. To enrich and further develop the library as a recreational, cultural, and educational resource for the community.
4. To encourage the constructive use of leisure time by providing a wide variety of materials and services for reading, viewing and listening.
5. To provide a library staff that is knowledgeable, courteous, friendly, helpful and sensitive to the needs of library users.
6. To provide the materials and services free of charge with the following exceptions:
  - a. When demands by groups or individuals tend to interfere with service to the general public.

b. Due cause such as destruction of library property, failure to return materials or pay fines, disturbance of other patrons, or any other objectionable conduct on the library premises.

It is with these purposes that a collection development policy was developed.

### **1.03 SELECTION PHILOSOPHY**

Materials for the library collection are chosen for a wide variety of reasons. These include information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

[1] Selection Based on Demand: The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

[2] Selection Based on Need: A certain amount of the material added to the library collection is for the purpose of updating and further developing certain subject areas. The library director is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics and inter-library loan requests and patron input. Material added in this manner is selected from reviews, availability lists, vendors' catalogs, bibliographies and local experts. The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. We recognize that as a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors. The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval. The librarian acts as agent of the Board of Trustees in book selection.

The Gutekunst Public Library supports the LIBRARY BILL OF RIGHTS as adopted by the American Library Association Council January 23, 1996, and the FREEDOM TO READ

statement as adopted by the ALA Council and the AAP Freedom to Read Committee, June 30, 2004, both of which are included and intended to be a part of this policy statement.

### [3] The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what other think may be bad for them. We believe they still favor free enterprise in ideas and expression. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards

conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve

artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposed that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth.

The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

(This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.)

#### [4] The Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by

the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

#### [5] Library Bill of Rights

We support the American Library Association in its affirmation that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

(Adopted by ALA June 18, 1948. Amended February 2, 1961 and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.)

#### 1.04 CONFIDENTIALITY POLICY

[1] Policy Statement: Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Gutekunst Public Library will respond to requests for information about library users.

1. Library circulation records and other records identifying specific users are confidential in nature. Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired including Internet and electronic resource search records, reference interviews and transactions, interlibrary loan records, and other personally identifiable uses of

library materials or services. However, persons attending library programs or public meetings may be videotaped or photographed as audience members.

2. The lawful custodian of the records is the Library Director. Only the Library Director and authorized library staff shall have access to patron records without the consent of a library cardholder.

3. Possession of a valid library card (or card number in a phone or email request) shall be interpreted as consent to use it unless the card has been reported lost or stolen, or there is reason to believe that consent has not been given.

4. Long overdue library accounts may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.

5. The library staff will not reveal library circulation records and other records identifying specific users unless required by law.

6. Circumstances which may require the library to release the information include the following:

Requests made in accord with the USA Patriot Act

a. A law enforcement official presents a valid legal subpoena seeking the information pursuant to an investigation of a particular person or organization suspected of committing a crime

b. The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).

c. The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.

d. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.

7. The following notice shall be posted in the library to make people aware of the provisions of the USA Patriot Act and how the act may potentially affect people who use library resources:

ATTENTION: Under Section 215 of the USA PATRIOT ACT (Public Law 107-56), records of all books and materials you borrow from this library, and of Internet sites you visit on library computers, may be obtained by federal agents. This law prohibits the library staff from informing you if federal agents have obtained records.

## [2] Procedures

1. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the request to the Library Director without discussing with the person

making the request what user information may or may not be available, or what the library can or cannot do.

2. If the Library Director is not available at the library the staff member shall inform the requestor when the Director will be available and request a delay until the Director will be available. If pressed to act sooner, the staff member shall attempt to contact the Director immediately. If the Director cannot be reached, the highest ranking person on duty is responsible for enforcing the library's confidentiality policy until the Library Director can be contacted.
3. The Library Director shall take personal responsibility for handling the request as soon as possible. If the request is from a law enforcement officer the officer must have a subpoena, a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper subpoena, court order, warrant, or NSL compelling the production of records, the Library Director shall refuse to provide the information requested.
4. If the request is made pursuant to the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel as required by the Act. In order to protect the library and its patrons in this circumstance, the Director is authorized to obtain legal counsel regarding the request.
5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

### [3] References

The confidentiality policy of the Gutekunst Public Library is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics. First Amendment: "Congress shall make no law...abridging the freedom of speech..."

Fourth Amendment: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

Code of Iowa 22.7 "Examination of Public Records (Open Records)"

"22.7 Confidential records. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information....:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination."

Code of Ethics of the American Library Association:

Professional Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association)

#### 1.05 RESPONSIBILITY FOR MATERIALS SELECTION

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

The City Code of State Center bestows the responsibility for purchases upon the Library Board (21.08). The By-Laws of the Library Board grant the authority to the director.

#### 1.06 SELECTION GUIDELINES

[1] Children's books.

Books for children and other material expressly purchased for children are selected to provide reading for reading's sake and to provide information of interest to children of varied fields of knowledge. Selection based on demand or need is practiced in acquiring children's materials.

[a] Easy/Easy Reader materials are intended to serve the needs and interests of pre-school age children and beginning readers. They are marked with an "E" before the call number.

These materials are intended to foster an enjoyment and appreciation of reading and being read to for young children.

[b] Juvenile materials are selected for children from the third grade through the sixth grade in elementary school. These materials are marked with a "J" before the call number. They should provide ample resources for reading for pleasure and information. They should be suited to a wide variety of interests for this age level. Special attention should be given to these materials in terms of appeal to the intended readers. Illustrations, type, text, binding, and paper should combine to produce an integrated and attractive format. The subject and vocabulary should be suited to the appropriate reading and comprehension level.

[c] Young Adult The young adult materials are intended to serve patrons between the ages of 12 and 18 (i.e., junior high and high school age). These materials are marked with a "YA" before the call number. These materials should entice and encourage young and often reluctant readers, increasing their sense of enjoyment in reading. Special attention is given to materials of particular interest to this group, including teenage stories of adolescence and growing to maturity, and so forth. Young adults are encouraged to use the adult non-fiction collection.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate.

[2] Adult Book Collection.

The general adult book collection is mainly developed through the selection of materials based on demand, need, and information. There are other criteria that affect the selection process. The library does not add abridged versions to the collection. The library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective. Price, accuracy, and timeliness are other factors influencing selection. The library does not generally purchase out-of-print materials for the collection.

[a] Fiction. The fiction collection is intended to meet the needs and interests of readers with widely differing tastes, interests, and reading levels. The collection includes representative novels, short stories, and light fiction of the past and present, including character studies, biographical, psychological, and historical novels, humor and satire, mystery, suspense, westerns, science fiction, fantasy, and so forth. The library does not seek to include weak or incompetent writing, nor that which is merely sensational, morbid, or erotic. If an item meets other criteria listed in this policy, it may be included in the collection even though the author has felt it necessary to use vulgar language or frank detail in accomplishing his or her purpose.

Occasionally, a desired item may only be available in a paperback edition. These paperbacks will be treated as special items in the collection requiring only minimal processing.

[b] Non-Fiction. The library's non-fiction collection is intended to serve a wide variety of interests and a diversified clientele. Books of high current interest, which may be of only temporary use in the collection, are purchased if their timeliness gives them relevance and importance. Likewise, books of potential or long-range usefulness, for which current demand is low, may be included. The library seeks to purchase materials appropriate for independent learners in the community.

[c] Local History. The library will seek to acquire and maintain any item(s) of local interest. This includes any item about the area or including information of local interest as well as any item written and produced by individuals or groups from the Marshall County area. The collection and preservation of local history material is generally confined to the printed word. The library does not attempt to include artifacts as part of the collection.

### [3] Non-Print Materials.

Given the aforementioned budgetary constraints, non-print materials will be added to the collection when possible. Selection of these materials will be performed in a manner consistent with the criteria previously set forth in this policy.

[a] Sound recordings. Sound recordings in the form of music CD's, books-on-tape and books-on-CD are purchased as funds permit, using the same selection criteria as print material.

[b] DVD's. DVD's will be purchased as funds permit. Video material is added to the library's collection in a manner consistent with patron demand and budget constraints. The library attempts to acquire its material in the dominant or most popular format. Selection of titles for the collection is made by the Library Director with input from the public.

[c] Computer software. Computer software will be purchased as funds permit.

[d] Periodicals. Periodicals are added to the collection on the basis of need and demand. Prime consideration is given to periodicals that fill a particular void in the library's collection of information.

[e] Newspapers. Newspapers are an important source of information and news. The library attempts to provide a balanced viewpoint with a variety of titles. The subscription to the Mid-Iowa Enterprise will be maintained. Other subscriptions will be added as budget allows.

### 1.07 Gifts

[1] General. The library gladly accepts gifts of money, appropriate library material or equipment. In general, gifts will not be accepted unless they are given to the library without restriction and will be accepted with the understanding that the gift is to become the property of the library. All gifts will be subject to the same criteria as other library materials and may be utilized, sold,

withdrawn or disposed of as best fits the library's needs. All gifts are tax-deductible and the library will furnish the donor with a receipt upon request. Library staff will provide a description of the donated item, but cannot place monetary value on items donated.

When the library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the director in consultation with the donor. The name of the donor and person memorialized will be entered on a book plate or other tag .

If any gift carries a request for a restricted use on the funds that do not meet the library's current goals and objectives, the Director shall seek the approval of the Board before accepting the gift.

All gifts accepted for a special purpose shall be honored and used for those purposes. The library will keep records to show the approximate expenditures of these restricted funds.

All expenditures from the Gift Account shall be listed in the monthly finance report for approval by the Board.

Updated and approved:

#### 1.08 Weeding Policy

The library maintains an active program of "weeding" the library collection. Material that is no longer used, worn, damaged, outdated or duplicates may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, and availability of other material on the subject.

A continuous weeding program represents a conscientious effort to keep the collection representative and suited to the present needs and interests of the community. Weeding should be thorough and consistent. Materials are to be withdrawn from the collection when they are no longer in usable physical condition, or when the contents are no longer useful or valid. Generally, a professionally accepted method will be employed for maintenance of the collection. Such a method is the CREW Method (Continuous Review, Evaluation, and Weeding) that "integrates all the processes into one smooth, streamlined, and ongoing routine that assures that all the necessary indirect services are accomplished in an effective way." (p.11, CREW: A Weeding Manual for Modern Libraries, rev. and updated by Jeanette Larson, c.2008) Items which are unique and irreplaceable may be stored in limited-access areas to prevent unnecessary future wear, rather than being withdrawn. Memorial gift items are to be withdrawn according to the policy regarding gifts.

updated and approved

#### 1.09 Requests for Reconsideration

Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set

forth in this policy statement. Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Statement of Concern About Library Resources" form. The library welcomes such interest in its collection and assures patrons that all written requests for reconsideration will be given serious attention. Completed "Request for Reconsideration" forms are evaluated by the Library Board of Trustees, which will review the request and the challenged material. The Library Board of Trustees will respond in writing to the complaint. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.