

## Policy Statement

The Comstock Township Library staff and Board of Trustees support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on the Freedom to Read and Freedom to View. The Library endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

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## Regulations

1. Library patrons may nominate books or other materials to be either added to or removed from the collection.
2. When a request for reconsideration is made by a patron, a member of the Library staff shall explain the selection policy to the patron. If the patron wishes, they may submit a written *Statement of Concern Regarding Library Materials APP-13* to the Library Director.
3. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in the *Collection Development Policy INFO-1* were applied in the selection process. The Library Director or a member of the Library staff shall make a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director shall also notify the Library Board of each *Statement of Concern* submitted.
4. If the requester is not satisfied with the decision of the Library staff, they may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of:
  - A. One member of the Library Board.
  - B. Members of the Library staff with responsibility for materials selection.
  - C. Members of the community selected jointly by the Library Board and the Library Director.
5. In reviewing *Statement of Concern*, the Reconsideration Committee employs the selection criteria as noted in the *Collection Development Policy INFO-1* and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester. Library resources are not removed from the collections during the review period. Copies of the materials in question may be checked out as evaluation copies for use of the Reconsideration Committee, appropriate staff, or the Library Director.

6. Within 30 days the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision. Should the requester wish to appeal this decision, they may make a final appeal in writing directly to the Library Board which will schedule and conduct a public hearing within thirty days of the final written appeal in order to reach a final decision.

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Approved: March 2016  
Comstock Township Library Board of Trustees