

Policy Statement

The Comstock Township Library staff and board 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 shall strive to protect the right of the public to freedom of access to information and ideas. Freedom of choice is one of the bases upon which our democracy was built. Freedom of inquiry is essential; should a resident question the selection or placement of a title in the collection, they are welcome to discuss their concerns with library staff. If those discussions do not satisfy the resident, a formal process for reconsideration will be followed.

Regulations

1. The patron's choice of library materials for personal use is an individual matter. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
2. A resident who objects to an item already in the collection, or made electronically accessible by the library, should discuss the reasons with a librarian for an explanation of the library's criteria for selection, acquisition, or access.
3. If a resident's concern remains unresolved, any patron in the library's legal service area may address an objection to the presence of an item in the library by completing the *Statement of Concern Regarding Library Resources* form.
4. Library staff who have responsibility for materials selection and the library director will review the patron's *Statement of Concern Regarding Library Resources*. The library director will send a written response to the patron within sixty (60) days of the date that the reconsideration form was received. The library director shall also notify the library board of each *Statement of Concern* submitted.
5. If the requestor is not satisfied with the decision, they may appeal in writing to the library director, who then reconvenes a Reconsideration Committee that includes professional library staff and library trustees. Within ninety (90) days, the patron will be informed of the trustees' decision regarding the request for reconsideration in writing. The decision of the library board is final.
6. Items previously reviewed and retained by the library board shall not be reconsidered for removal.

7. The library collection will be organized and maintained to facilitate access. Any labeling, sequestering, or alteration of materials because of controversy surrounding the materials will not be sanctioned. Library resources will not be removed from the collections during the review period.

Approved: March 2016; Revised: December 13, 2021
Comstock Township Library Board of Trustees