

## **Request for Review of Library Materials procedure**

The procedure enumerated below has been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

Any Red Wing Public Library user with a library card in good standing may request that an item in the library's collections be reviewed to ensure it complies with the Collection Development Policy. A title will be reviewed only once within a five year period unless the content has undergone major revisions.

The procedure for reconsideration of material is as follows:

1. The library user must complete the Request for Review Form. Forms are also available from library staff upon request. This form can be submitted in person at the Red Wing Public Library, mailed to the Library Director (225 East Avenue, Red Wing, MN 55066), or emailed to the Library Director. This request may not be submitted anonymously and there is a limit of one active request per household.
2. The Library Director will refer to the Request for Review to the staff librarian responsible for selection of materials in the category of the challenged material (e.g., to the Youth Services Librarian when the challenged item is a children's book). That staff librarian will acknowledge to the library user the Library's receipt of the user's Request for Review within 5 business days and will advise that a written recommendation will be mailed or emailed within 4 weeks.
3. A written appeal of this decision may be made to the Library Director. Such appeal shall not exceed two pages and should include copies of the original Request for Review Form and the staff librarian's written recommendation. The Library Director will acknowledge the Library's receipt of the user's appeal within 5 business days and will advise that a written response will be mailed or emailed within 4 weeks.
4. A written appeal of the Library Director's decision may be made to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Request for Review Form, the staff librarian's written recommendation, and the Library Director's written decision. A discussion regarding the appeal will be scheduled for an upcoming Board meeting. Decisions are based on careful review of the Request for Review form, the material, RWPL policies, and guiding documents. The final decision on appeals rests with the Red Wing Public Library Board of Trustees.

During the review process the Library will take appropriate action to ensure that the item will continue to be available.

## **GUIDING DOCUMENTS**

- American Library Association's Library Bill of Rights  
<http://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association's Freedom to Read  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association's Freedom to View Statement  
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- American Library Association's Guidelines on Intellectual Freedom  
<https://www.ala.org/advocacy/intfreedom/censorship/faq>