

Section	Collection Development - H	Policy No.	H.3
Subsection	2	Effective Date	September 1993
Version	Update	Review Date	June 2020/2022
Name	Book Complaint Review Process		

H.3 Book Complaint Review Process

1. Pull all copies of the books being challenged so the committee has access to them for review. They are unavailable to the public during the review process.
2. The books under complaint must be returned to the library as part of the review process as they may be the only copies available.
3. Additional materials and/or copied content from the materials under complaint will not be accepted and the complaint will be invalid.
4. The Book Review Committee is made up from our internal administrative team who are all certified Library Technicians who follow the Collection Development policy for their own Branches. We can also go to outside sources (other library technicians, early childhood educators, etc.) if we feel there is the need additional reviewers.
5. Have one parent advisor review the materials if we feel it would be of value to the review.
6. Challenged materials are reviewed independently and not as a group to ensure free and unbiased responses based on the claims against the materials.
7. Challenged materials are reviewed based on the merit of the materials (educational or leisure) and where it is shelved in our collections.
8. Individual responses are compiled, and the claims are responded to based on the findings of the reviewers.
9. The Book Complaint Response is submitted to the Board and then sent to the complainant.
10. The Complainant has the right to contest the findings of the Review Committee. If this occurs SCRL would consult outside resources to review the materials being challenged and present us with their response.
11. These recommendations will be submitted to the Board and be final according to the findings of committee and with the support of the Board.

The following options will be available to the review committee:

SCRL Options	Comments	
Material remains in collection as is		
Material is relocated to new shelving location		
Material is removed from collection		