

Section	Collection Development - H	Policy No.	H.2
Subsection	2	Effective Date	September 1993
Version	Update	Review Date	June 2020 – November 2022
Name	Books & Materials Complaint Process		

H.2 Books & Materials Complaint Process

Definitions:

A **challenge** is an attempt to remove or restrict materials, based upon the objections of a person.

A **ban** is the removal of those materials. Challenges do not simply involve a person expressing a point of view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others.

Censorship is a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides free access to all expressions of ideas through which all sides of a question, cause or movement may be explored.

Action on the Books & Materials Complaint/Challenge Process:

1. The form and the challenged material should be returned within 10 working days to the Branch Administrator or Director.
2. The Review Committee is made up of an internal administrative team who are all certified Library Technicians. They may also go to outside sources (other library technicians, early childhood educators, etc.) if there is the need for additional resources.
3. Provide copies of the materials being challenged so the committee has access to them for review.
4. Review the Collection Development Policy & reconsideration procedures.
5. Gather materials and resources such as reviews, articles, CLA/ALA policy statements, and other supporting documents, including awards and citations.
6. Read or view the item being challenged.
7. Challenged materials may be reviewed independently or as a group, based on the merits of the materials and based on the Collection Development Policy.

Section	Collection Development - H	Policy No.	H.2
Subsection	2	Effective Date	September 1993
Version	Update	Review Date	June 2020 – November 2022
Name	Books & Materials Complaint Process		

8. Submit the findings of the Review Committee to the Board for approval.
9. A copy of the written review is given to the Complainant.
10. When appropriate, if the challenge becomes public, the Board of SCRL may publicize the response in the local media and with local civic organizations.
11. Once a final decision has been made regarding the materials, these same materials will be unavailable for further challenge for up to 5 years.
12. SCRL Employees and Board members shall support SCRL policies and procedures for collection development, material challenges and shall not interfere with the process in place to ensure transparency and recognize the rights of criticism.

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	

NOTE: The Complainant has the right to contest the findings of the Review Committee within 10 days of receiving the response. If nothing is returned in writing the complaint will be considered accepted and closed.

NOTE: The materials under challenge *may be* taken out of circulation temporarily the committee may evaluate it.