

Pine River Public Library District

Challenged Materials Policy

Overview

The library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patron's right to read and the freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to enhancing the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

Procedures for Request for Reconsideration of Library Materials

Reconsideration forms are available from Library staff. When a patron wants the library to discard or reclassify a book or item of non-book material, he or she fills out the "Request for Reconsideration of Library Materials" form. Until the Library receives the completed form, no action will be taken on the item in question.

1. The form is given to the Director who then requests that the Assistant Director, Acquisitions Manager, Circulation Supervisor and Youth Services Manager review the material along with the Director to determine if the material meets the selection criteria established by the Board of Trustees and the guidelines for collection development. Staff reviewers do not receive a copy of the Request for Reconsideration and do not know the name of the patron requesting reconsideration.
2. Holdings and circulation history of the material is gathered.
3. The material, and blank review form – with deadlines for completion - are delivered to reviewers.
4. The Board of Trustees will have a copy of the complaint in their packet at the next meeting after the reconsideration form has been received.
5. Staff review the material and send their recommendation as well as professional reviews of the material to the Library Director.

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6. The Director will review the material, consider the recommendations, reviews, circulation history of the material and make a recommendation regarding the disposition of the challenged item.
7. The Board of Trustees will receive a full packet of information regarding the decision the Library Director has made.

If the Library's decision is to retain the material

1. The Director will notify the patron in writing of the decision after informing the Board.
2. If the patron is not satisfied with the decision to retain the material, the patron may request in writing that a meeting be set up with the Director and the Board of Trustees to review the material again.
3. The President of the Board of Trustees will request a subcommittee of at least three Board members to review the material. Any Board member may serve on the review committee upon request. The President of the Board will set a deadline for completion of the subcommittee's review.
4. The members of the Board subcommittee will report to and make a recommendation to the full Board of Trustees.
5. The Board of Trustees will make a decision following the subcommittee's report and recommendation.
6. The Director will notify the patron in writing of the Board's decision.
7. The decision of the Board of Trustees is final.

If the Library's decision is to remove the material.

1. The Director will make a recommendation to the Board of Trustees after the Board has received all items related to the decision in the Board packet prior to the removal of the material.
2. If the Director and the Board of Trustees agree with the decision, the Director will notify the patron of the decision in writing.
3. If the Director and the Board of Trustees disagree with the decision, the material will be removed.
4. The Director will notify the patron of the decision in writing.
5. If the decision is to remove the material, the Director will notify the Acquisitions Manager who will collect and discard all copies of the material.

The Library does not indicate through the use of labels or other devices, particular philosophies outlined in a book. Labeling establishes in a reader's mind a judgment before the reader has had the opportunity to examine the book thoroughly.

The Library will keep a file on the challenged material for five years. Items recommended for discard should not be replaced through purchase or gift. This file should be re-examined every 5 years.

Since the library is a member of a multi-library consortium and shares all materials with the consortium, the questioned material will only be removed from the Pine River

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Library collection. The Pine River Library takes no responsibility for materials that can be accessed through other libraries.

Presented to the Board: April 2018



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Application for Tuition Reimbursement

Name _____ Date _____
Institution _____ Degree _____
Annual cost _____ Total Cost _____

Attached: Resume, program requirements, application, course list, estimated program cost and statement of relevance to the Library.

Tuition Agreement

Per the Pine River Library District's Tuition Reimbursement Policy, this Agreement is entered into between the Pine River Public Library District (the Library) and _____ (the Employee). The Employee has made arrangements to enter a program that has been approved by the Library Director, beginning _____, 201___. The total tuition for that program/class is expected to be \$_____.

Repayment

If the employee voluntarily terminates his or her employment within one year following tuition reimbursement, the employee will refund any payments for the previous twelve (12) months to the Library. This agreement also authorizes the Library to deduct any amounts due to it from any final amounts owed to the employee (including any amounts due for wages, leave or other compensation of any type). If any amount remains owed to the Library, the employee shall pay this amount before termination is completed or make arrangements for repayment. The Library shall be entitled to collect all costs and attorney's fees incurred in enforcing this agreement.

The above employee agrees to adhere to all aspects of the Library's Tuition Reimbursement Policy.

By: Library Director
Pine River Public Library District

Date

By: Employee
Pine River Public Library District

Date

