

VALLEY CENTER PUBLIC LIBRARY
CHALLENGE / RECONSIDERATION PROCEDURES

The following procedures shall be followed if any patron wishes to challenge any material owned by the Valley Center Public Library.

- The patron shall be referred immediately to the Library Director.
- The Library Director shall discuss the challenged material with the patron in a quiet, private location.
- The Library Director shall discuss the material selection criteria with the patron.
- eBooks that are part of the Consortium cannot be challenged.
- The challenged material shall remain in the Library collection until a final determination has been made by the Library Board.

If the patron wishes to continue the challenge process:

- The Library Director shall provide the Challenge Form explaining that the patron should complete the form in full before returning it to the Library.
- The Library Director shall provide the patron with a copy of the policy for challenged materials explaining that after the completed form is returned, a Reconsideration Committee will be formed to review the request. The Committee will consist of the Library Director, a Library Board member, a local school librarian, a consultant from the South Central Kansas Library System, a member from the community and a staff member.
- Each member of the Committee shall be provided a copy of the challenged material.
- The Library Director will provide the Committee with information regarding how the material was selected, information about the author and other writings by that author.
- The members of the Committee shall be given ample time to evaluate the challenged material. The Committee will meet to discuss and evaluate the material. A decision will be made by the Committee for the disposition of the material.
- The patron shall be notified of the decision of the Committee.
- If the patron is not satisfied with the decision of the Committee, procedures for appeal to the Library Board of the decision will be provided to the patron emphasizing the appeal should be submitted to the Library Board within three weeks of notification of the decision by the Committee.
- If an appeal is made, The Library Director shall provide the material in question, all supporting information and the decision of the Committee to the Library Board for consideration at its next regular meeting.
- The decision of the Library Board will be made in a timely manner and is final.