

Woodland Public Library Statement of Concern about Resources Policy

POLICY STATEMENT:

The Woodland Public Library will deal with citizen concern of library resources courteously and promptly.

PROCEDURES:

- Appropriate staff will listen to the concern of the individual or group.
- After initial discussion, the staff person will provide copies of the American Library Association's Freedom to Read and View statements, and the "Library Bill of Rights" to the concerned party.
- If the individual or group requests further action, they will submit a Statement of Concern about Library Resources form to the Library Director.
- Upon receipt of the form, the Library Director will contact the person who filled out the form, acknowledging receipt of the form and explaining the library's procedures.
- The Library Director will assign designated staff to evaluate the complaint, review, or read the item; consult the reviewing media (if possible) for other judgments on the item; and search for information about the author(s)/editor(s)/etc.
- A written report with copies of all pertinent documents will be submitted by the assigned staff to the Library Director within ten (10) days of the complaint.
- The Library Director will make a recommendation at the next regularly scheduled Board of Trustees meeting.
- The Library Board of Trustees will make a final ruling on the request.
- The individual or group making the request for reconsideration will be contacted by the Library Director with the Library Board of Trustees final decision.

REGULATIONS:

- Materials are not marked or identified to show approval or disapproval, and no materials are sequestered, except to protect valuable or rare items from injury or theft.
- Responsibility for reading, viewing, and listening by children and young adults rests with their parents or legal guardians.
- Access is not restricted by the fact that children may obtain materials their parents consider objectionable.
- The library staff and Board of Trustees uphold the principles set forth in the "Library Bill of Rights," "The Freedom to Read Statement," and the "Freedom to View statement."
- Questioned materials remain in the active collection until an official decision is made.

GUIDELINES:

- The public has the right to question materials in the collection.

Reporting Challenges

The Library Services Director will submit all challenge attempts to the Office of Intellectual Freedom via the Challenge Database Form (OIF, 2007) available online at

<http://www.ala.org/bbooks/online-challenge-reporting-form>

In doing so, Woodland Public Library is actively cooperating with groups concerned with resisting attempts to abridge intellectual freedom as stated in the Library Bill of Rights.

Advice from American Library Association.

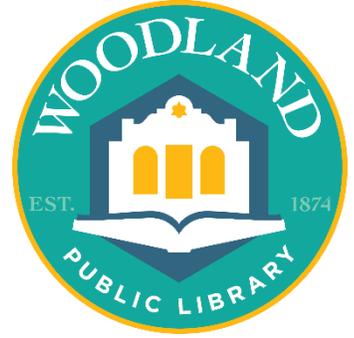
“Addressing these challenges requires a balance of carefully crafted library policy, knowledge, and understanding of intellectual freedom principles, and sensitivity to community needs and concerns. It also requires effective communication.” (ALA, 1999). That need for effective communication extends to staff, boards, public, and media with a focus on three key messages when responding to a challenge:

- Libraries provide ideas and information across the spectrum of social, religious, and political views.
- Libraries are one of our great democratic institutions. They provide freedom of choice for all people.
- Parents are responsible for supervising their own children’s library use.

Summary—Intellectual Freedom Implications for Professionals

Three primary documents direct Woodland Public Library’s actions—*Library Bill of Rights* (Appendix B), *Freedom to Read Statement* (Appendix E) and *Library Code of Ethics* (Appendix F). In addition, formal interpretations related to *Freedom to View* (Appendix G) and *Free Access to Libraries for Minors* (Appendix C) further clarify the position related to intellectual freedom. The Woodland Public Library seeks to provide well-developed policies and proactive community education plans to encourage support of intellectual freedom and of the individual right to choose. Any complaint will be handled with unwavering civility and firmly rooted in a clear understanding of professional responsibility.

Statement of Concern about Library Resources



Woodland Public Library: 250 1st St Woodland CA 95695

530-661-5980 www.cityofwoodland.gov/library library@cityofwoodland.gov

DATE:

NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

YOU REPRESENT (Circle One): SELF

ORGANIZATION (please provide name of organization below)

1. Resource on which you are commenting (check one):

Book DVD Display Library Program

Audio Recording Newspaper Magazine

Electronic Information/Network (please specify)

Other:

TITLE:

AUTHOR(S)/PRODUCER(S):

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages as necessary.)

Return to any Woodland Public Library public service desk or mail form to library.

