

## **Reconsideration Procedure**

Materials in the Leonard H. Timmerman Library are selected in accordance with the collection development guidelines to support the research, instructional, general educational, developmental, or recreational needs of LATC students and faculty/staff. Diverse points of view will be available in the collection. The library will adhere to the following guiding principles of intellectual freedom:

- The Library Bill of Rights and the Freedom to Read Statement of the American Library Association are guiding documents for this policy. When patrons request reconsideration of materials, the principles outlined in these documents will inform library decisions.
- Libraries have diverse materials reflecting differing points of view, and the Leonard H. Timmerman library's mission is to provide access to information for all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Questioned items will remain in circulation during the reconsideration process.

## **Reconsideration Process**

A patron who wishes to discuss library material for any reason may meet with the librarian. If the patron is not satisfied after speaking to the librarian, they may begin the process of filing a formal complaint.

Any LATC student or faculty/ staff member who wishes to request reconsideration of library material must file a formal written request for reconsideration using the form provided. The request will be reviewed by the librarian and the Academics department, and a decision will be made in accordance with the library's collection development guidelines.

The patron will receive a written response to the submitted request for reconsideration within 30 days of the library receiving the request.

*This policy is derived from the Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries provided by the American Library Association.*