



## STANDARD OPERATING PROCEDURES

DATE: December 1, 2015  
LEAD DEPARTMENT: Library  
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### Challenged Materials

#### PURPOSE

The Library needs to provide a formal and structured method for evaluating challenged materials.

#### SCOPE

This policy applies to all library patrons and all library materials.

#### POLICY

The Library welcomes expressions of opinions from the public concerning materials selected or not selected for its collections. All requests to re-evaluate materials will be considered within the context of Library selection policies.

#### PROCEDURES

1. Patrons or staff requesting reconsideration of Library materials must complete and sign a [Request for Reconsideration](#) form. Any requests not submitted on the form will not receive a formal response from Library Administration.
2. Upon receipt of the completed form, an evaluation will be conducted in the context of the requestor's specific concerns by an Ad Hoc Committee consisting of the item's selector, the Adult or Youth Services supervisor (as appropriate), and the Library Director. This committee will conduct a complete, independent evaluation of the item in accordance with the Library's selection policy and mission statement, the principles of the ALA Bill of Rights; <http://www.ala.org/advocacy/intfreedom/librarybill>, professional reviews and other appropriate sources. In the case of electronic and database information, both content and presentation will be examined.
3. Complete records of the process will be kept, including all documentation and correspondence both written and oral, and a written evaluation of the process. This file will be confidential.
4. Based on the findings of the Ad Hoc Committee, the Library Director will compose and send the official response, with copies to the Library Board, Los Gatos Town Manager, and Ad Hoc Committee members.
5. Appeals of the Ad Hoc Committee's decision will be directed to the Town Manager. Appeals must be in writing and include all documentation of the process. The Town Manager will review all pertinent materials and render a decision, in writing, to the requestor.