



Library Standard Operating Procedures

Updated by the Library Board: May 10, 2023

Challenged Materials Policy

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 for its collections. All requests to re-evaluate materials will be considered within the context of Library selection policies.

PROCEDURES

1. Patrons requesting reconsideration of Library materials must complete a hardcopy Request for Reconsideration form available at the Library upon request. Any requests not submitted on the form will not receive a formal response from Library Administration.
2. Patrons must be residents of the jurisdiction served by the Los Gatos Library and have a valid Los Gatos Library card.
3. 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 curator of the area of selection, a Library Manager, and the Library Director. This committee will conduct an evaluation of the item in accordance with the Library's selection policy and mission statement, the principles of the American Library Association Bill of Rights and Freedom to Read declarations, professional reviews and other appropriate sources.
4. Complete records of the process will be kept.
5. 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.
6. The decision of the Ad Hoc Committee is final.