



308 Yager Avenue, LaGrange, KY 40031
502-222-9713
www.oldhampl.org
Julie Wilson, Director

Request for Reconsideration

The Oldham County Public Library District's professional staff uses standard criteria to aid them in selecting resources as outlined in the Collection Development and Management Policy, the Materials Selection Policy, and the American Library Association's guidelines on intellectual freedom. Patrons who would like to request reconsideration of the resource after reading through these documents and reviewing the resource in question may fill out this Request for Reconsideration form. This form can be handed in at a library service desk, mailed, or emailed to the Library Director at the address listed below. The reconsideration request will be reviewed by the Director and the Director will respond in writing to the concerned party. If a satisfactory resolution cannot be reached following discussion, the concerned party may request that the matter be forwarded to the Library Board of Trustees for consideration and formal action.

We appreciate your interest and concern. We look forward to the opportunity to engage in constructive dialogue regarding the library's mission, collection and services. Please do not hesitate to contact the Library Director, Julie Wilson, with any questions you have at 502-222-9713 ex 304.

Julie D. Wilson
Oldham County Public Library
308 Yager Ave
LaGrange, KY 40031
juliew@oldhampl.org

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Are you a resident of Oldham County? _____

Do you represent yourself? _____ Or an organization? _____

Name of organization (if applicable) _____

1. Resource on which you are commenting:

Book (e-book) DVD Magazine Audio Recording
 Digital Resource Game Newspaper Other

Title _____

Author/Director _____

2. What brought this resource to your attention?

3. Have you read or viewed the item completely? If not, what sections did you review?

4. What concerns you about the resource? (Please use additional sheet if necessary.)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. Are you aware of any reviews or awards given to this work by professional review sources?

7. For what age group would you recommend this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

9. What action are you requesting from the library?

10. Have you read these attached policies?

- Collection Development and Management Policy (OCPL 2019)
- Materials Selection Policy (OCPL 2019)
- Censorship Policy (OCPL 2019)
- Library Services for Minors Policy (OCPL 2019)

Note: Failure to complete this form in full may result in the refusal to consider this request.

Patron Signature

Date



Collection Development and Management Policy

Purpose

The purpose of this policy is to define the underlying principles which direct the development and management of the library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Oldham County Library collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

Principles

The collection is one of The Oldham County Public Library's major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Oldham County. The collection is:

1. Fundamental to the Library's ability to achieve its mission, vision, and overarching goals.
2. Responsive to the changing nature of how information is created, disseminated, accessed and used.
3. Of interest to the residents of Oldham County.
4. Accessible and used.
5. Preserved to reflect the cultural heritage of our community for patrons to access now and in the future.

We recognize and embrace the role the Library's collection plays to serve a regional, statewide, and national audience. We follow professional standards defined by the American Library Association including Intellectual Freedom.

Roles and Responsibilities

The community is encouraged to participate in the collection development process through suggestions and feedback they provide via the public homepage or directly to staff. Oldham County owns the Library's collection. The Oldham County Board of Trustees approves Library funding, which includes funding for the collection.

The Library Board is responsible for the Collection Development & Management Policy which guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Library collection. The final decision regarding Request for Reconsideration appeals rests with the Library Board.

The Library Director operates under the direction of the Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in the collection development unit provide continuity in collections through an organized structure for planning, budgeting, selecting, acquiring, and managing library materials.

Staff in each Library participates in collection development and management either individually or in groups. Staff contributes to the development of a collection driven by patron needs and expectations by:

1. Engaging in open, continuous two-way communication with patrons and other staff.
2. Handling all requests equitably.
3. Working in partnership with one another to understand and respond to patron's needs.
4. Understanding and responding to rapidly changing demographics, as well as societal and technological changes.
5. Recognizing that materials of varying complexity and format are necessary to serve all members of the community.
6. Balancing individual and community needs.
7. Seeking continuous improvement through ongoing measurement.

Background

The Library provides a system-wide collection in a variety of environments: Library buildings, its public website, and Outreach Services. Library staff builds and maintains a patron-focused collection by anticipating and responding to needs and expectations.

Target Audience

The collection, one of the Library's major assets, is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Oldham County. The Library also participates in both regional and national networks that coordinate efforts to share collections via interlibrary loan. As a participant in these networks, the Library serves residents beyond its county borders.

Scope of Collection

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, digital, and electronic formats. "Collection" is defined as materials that are selected for the Library system; those selected materials may be owned, housed or leased by Library. They may be made accessible via download, or accessed via the Library's website. "Selection" refers to the decision that must be made to add a given item to Library collection and made accessible either in a physical location or via the Library's website. Library selected web-based resources accessed via the Library's website using the criteria outlined in this policy are considered a part of the Library's collection. Not all materials and information found via the Internet are part of the collection.

The Library collects, organizes, and makes available materials of contemporary, historic,

and archival significance. The collection is reviewed and revised on an ongoing basis to meet present-day needs. Materials are de-accessioned from the collection to maintain the collection's usefulness, currency, and relevance. De-accessioned materials may be sold or used in collaboration with other government agencies.

Access & Resource Sharing

All Library materials are available for use by all patrons. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the Library's catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the Commonwealth of Kentucky, and nation.

Funding Statement

Library funding, which includes funding for the collection, is allocated annually by the Board of Trustees. Additional support for the Library's collection is provided by the Friends of the Oldham County Library and other donations.

Evaluative Criteria

Collection development staff rely on a set of criteria to guide selection decisions. The Library evaluates materials according to one or more of the following criteria. Not all criteria will be applied to each selection decision.

General criteria for selection:

1. Present and potential relevance to community needs
2. Suitability of format or physical form for library use
3. Suitability of subject and style for intended audience
4. Relevance of the item as an artifact
5. Relevance of item for its historic significance
6. Availability in multiple formats
7. Cost
8. Relevance to current trends and events
9. Relation to the existing collection
10. Attention by critics and reviewers
11. Potential user appeal

12. Requests from patrons

Content criteria for selection:

1. Comprehensiveness
2. Skill, competence and purpose of author or publisher
3. Reputation and qualifications of the author or publisher
4. Consideration of the work as a whole
5. Currency
6. Objectivity
7. Clarity
8. Technical quality
9. Representation of diverse points of view
10. Representation of movements, subjects, genres or trends of lasting patron interest
11. Artistic presentation and/or experimentation
12. Sustained interest/demand
13. Relevance and use of the information
14. Relevance to local history collections
15. Provides unique contribution to a field of study

Additional Criteria for Electronic Formats

1. Ease of use of the product
2. Availability of the product to multiple, concurrent users
3. Technical and support requirements needed for access to the product
4. Availability of print equivalent

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Special Collections

The Main Library houses a number of special collections. These special collections include a retrospective and an archival collection of books, local historic documents and digital material. Some materials may circulate while other material may be used only in the Library. In addition, access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. Selection for these special collections is on-going and is based on the criteria outlined in this policy.

Additional collections may be considered based on the Library's mission, vision, and overarching goals as well as the availability of Library resources to house, manage and maintain the collections. Once determined to be a special collection, the collection as a whole is considered to be a permanent part of the Library collection. De-accessioning of a special collection will be considered if the Library's mission, vision, and overarching goal change or if the Library no longer has the resources to house, manage and maintain the

collection. Before the de-accessioning of a special collection the Library Board would make a recommendation for its de-accession.

Collection Maintenance

Staff relies on a set of criteria to guide on-going collection maintenance decisions. Based on the evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. Materials of long-standing value are retained, preserved and housed primarily at the Main Library. Not all criteria will be applied to each de-selection decision.

General criteria for de-selection:

1. Format or physical condition is no longer suitable for library use
2. Content is available in multiple formats
3. Age and condition of the item is unsuitable for library circulation
4. Obsolescence – information that is no longer timely, accurate or relevant
5. Insufficient use or lack of patron demand
6. Little or no relevance to current trends and events
7. No long-term or historical significance
8. Space limitations
9. Sufficient number of copies in the collection
10. Easy availability in other collections locally or nationally

Preservation

The Library uses a variety of means to preserve collections of long-standing value. Preservation methods used include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair and use restrictions.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements are included in this policy and guide acquiring and managing collections.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of Library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of Library materials.

The Library will not immediately remove an item from the collection merely because it has received media attention claiming that the information presented is false or objectionable. Misrepresentations in an item's content determined by legal action or the publisher's findings will be reviewed by the Management Team. Items with production errors that render them unsuitable for circulation will be removed from the collection with suitable replacements obtained if available. Appropriate refunds from the Library's vendors or the publishers of the item may be sought in such circumstances.

Reconsideration of Library Materials

Individuals may request reconsideration of a selection decision of Library material by submitting a Request for Reconsideration Form to any Oldham County Library using established Library procedures and guidelines, available at any Library Services desk. Library administration responds in writing to an individual's written request. More information about the process can be found in the Collection Development Policy.

The Library Board, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rest with the Library Board and will be taken up at publically held Board meetings.

This policy becomes effective on 11/21/2019 and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.



Materials Selection Policy

The Oldham County Public Library will select and preserve, without bias or limitation on the right to know, a comprehensive collection of print, non-print and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all citizens of Oldham County. Further, the Library will offer wide-ranging collections to meet the various ages, interests, educational and reading levels, and cultural backgrounds of its citizens. The Library will provide collections through which an individual may explore all points of view and issues of interest. The Library will be responsive to public demand for materials of contemporary significance and interest, while balancing this with the need to collect and preserve materials of permanent value.

Responsibility for the Selection of Materials

The ultimate responsibility for selecting materials for the Library rests with the Executive Director, who in turn, delegates selection responsibilities to appropriate professional staff members. Suggestions from the general public are encouraged and are evaluated by the staff based on the Library's criteria for selection.

Selectors first evaluate or judge the intrinsic merits and quality of the materials available for selection using rigorous evaluative criteria. They select from the available options those items that best meet the needs of the community and that are consistent with the Library's goals and mission, while weighing fiscal and spatial limitations with the availability of the material elsewhere in the community.

Nature of Materials

The types of materials in the Library's collections include print, non-print and electronically accessed components, so that citizens may:

1. educate themselves throughout their lives both independently and as a supplement to their formal study;
2. meet their general and job-related informational needs with timely, reliable, accurate, and useful information;
3. develop and discover their creative capacities and form an appreciation of arts and letters;
4. stimulate thoughtful participation in the affairs of the community, the nation, and the world;
5. encourage freedom of expression and develop or possess inquiring attitudes toward public issues;
6. enrich their personal lives;
7. use their leisure time in the enjoyment of reading.

Open Access to Ideas

As ours is a free society, the Library will provide access to information in all fields and from all points of view. The Library, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items which reflect controversial, unorthodox, or even unpopular ideas. The Library, the Library Board, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library. The Library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement. These are included in this Policy.

Reconsideration of Materials

Should a member of the community question the place of a book or other material in the collection, he or she may submit a Request for Reconsideration of Library Materials form to the Director. This form is available in all Library locations. Library staff will re-evaluate the item to see if it meets the Library's stated evaluative criteria, and review the selection decision to see if the item falls within the Selection Policy. The patron will receive a written response. A more detailed description of this procedure is available in the Censorship Policy.

Evaluative Criteria

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit for the collections.

However, there are some general criteria that selectors use to evaluate, regardless of the format. These are the:

1. authority or significance of the author/ producer/publisher of the work (training, competence, reputation, other contributions);
2. content of the work (objectivity, accuracy and timeliness of information and data);
3. suitability of the subject format and style for the intended audience (relevance, purpose);
4. style (clarity, readability, manner of presentation);
5. insight into the human and social condition and/or importance as a document of the times;
6. value (permanent, current, temporary, educational, recreational);
7. comparison with titles in the existing collection and other materials available;
8. suitability of format for Library use (size, paper, print, binding);
9. evaluation of critics and reviewers;
10. public demand and its nature;
11. scarcity of materials on the subject and the importance of the subject matter to the collection;
12. potential local use; and compatibility with Library's computer platforms.

Further criteria for the evaluation of works of imagination such as fiction, poetry and drama are:

1. representation of a significant trend, genre, or culture;
 2. vitality and originality;
 3. artistic merit and literary value;
 4. authentic reflection of the human experience;
 5. effective characterization; and
 6. authenticity of historical or social setting.
7. Further criteria for the selection of microformat materials are:
8. technical quality of the reproduction;
 9. space savings;
 10. print versus microformat cost considerations; and
 11. ease of access.

Gift Policy

The Oldham County Public Library accepts (when space and staff time allows), gifts of hardcover books, magazines, videos, or recordings. The Library accepts gifts of historical materials (music or recordings spoken on tape or disk). Gifts must meet the same guidelines as selected material. Cash donations for the purchase of materials in memory or in honor of a person are always welcome.

Materials and Resources

Fiction

Fiction collections are a major component of most library collections. These popular reading collections of authors of current interest are geared to the variety of reading interests and needs in each community. Selections are based on one or more of the following criteria: quality (determined by reviews), potential use, and demand.

Young Adult Fiction

The Young Adult fiction collection contains novels written specifically for youth age 13 to 19. Emphasis is on books which widen the boundaries of the adolescent's thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, and appropriateness for the YA reader are taken into account.

Non-Fiction

The Main Library's nonfiction collections are larger and contain a greater depth of information and variety of materials than Branch Library collections and community focused branch collections. The Main Library offers unique in-depth reference coverage for the system in the areas of business, economics, finance, pure and technical sciences. Branch Libraries offer levels of materials between community focused, branch and Main's resources

The Library makes limited purchases of materials in languages other than English. If demand increases for these materials, the Library will reconsider the current practice. The Library does not purchase elementary, junior high, and senior high textbooks.

Children's Materials

Books are purchased for children from infancy to age 12. The emphasis of selection is on children's recreational and general information needs. Efforts are made to supplement and extend the school curriculum. A limited collection of professional sources is provided in each location to assist Library staff, parents, and child care workers in selecting books for children and in preparing children's programs. A more comprehensive collection, as well as a children's reference and a children's literature collection, are located in the Children's Library of the Main Library.

Historical Materials

The Kentucky Collection in the Main Library, preserves and makes available to the public for research use, materials contributing to the knowledge of the social, economic and political development, past and present, of Oldham County, Kentucky, and the Southeast region of the United States. The collection supports the research needs of a varied group of patrons, including local officials, genealogists, historians, students, businesses, etc., for both current and historical information. It also addresses the need for a permanent and centralized depository for the preservation of materials of local interest, including works by local authors, works dealing with local subjects, and locally published works.

For Oldham County, the collection includes both current and historical materials in all subject areas. For Kentucky, the collection includes materials dealing with the state as a whole and with individual cities, towns and counties. Current information as well as historical treatments is collected.

Genealogical Materials

The Library staff selects, arranges, and makes available for research, materials which aid in tracing family relationships, especially those families who played a role in the settling and developing of this area. Although the branch libraries will provide guides to genealogical research, genealogical materials are collected and maintained only in the Duerson History Collection of the Main Library.

The genealogical collection aims to be most thorough and inclusive for those families who have lived in Oldham County, and the surrounding counties. Emphasis is also given to the State of Kentucky as a whole. A good range of material is also provided for the Southeast region and for major migratory routes into and out of this area.

Rare Books

It is not the scope of the Main Library to develop a general rare book collection. The Duerson History Collection at the Main Library does identify and preserve for future generations, rare and valuable materials which serve to illustrate the social, economic and

political development of the local community. The collection addresses the need for a safe and permanent repository for those local interest items considered especially valuable, either because of scarcity or exceptional quality.

As the public library for the community, the OCPL has prime responsibility for preserving rare materials of local authors and subjects. Rare books from outside Oldham County may be received as gifts if they fall within the general collection development guidelines for historical materials.

Local Government Documents

County governmental practices require that one copy of each public document generated from County government be forwarded to the Duerson History Collection Room at no cost to the Library. This collection provides easy access to citizens for current and historical local government publications, and a repository for these materials so that they may be preserved for future research and use.

Library Archives

The Nora Duerson Local History Collection also contains the historically valuable records of the Oldham County Public Library. The aim is to preserve all materials of historical value concerning the OCPL system including, but not limited to: board minutes, statistical reports, monthly reports, directories, studies, newsletters, publications, public relations materials, photographs, etc.

Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues, for research, and for general reading. The Library selects newspapers of local, state and national interest, depending on the place of publication, the breadth of coverage, and the degree of fulfillment of reference or recreational needs. Newspapers representing special groups, such as associations, religious, philosophical and political groups or organizations, may be added sparingly, taking into consideration public demand and collection balance.

Paperbacks

Browsing paperback collections consist of popular fiction and nonfiction titles. Collections are tailored to the reading interests of individual locations. These collections consist of newly published titles rather than retrospective materials. Young adult and children's titles are also purchased. Both modern classics and light, ephemeral fiction is included. A collection of classic paperbacks to supplement requests for homework related titles is also maintained.

Paperbacks may be purchased and cataloged when a title is unattainable in hardback format or additional copies are needed to supplement titles or subjects in heavy demand.

Collection Maintenance

1. Library collections should contain current materials that are in good condition and are in demand. The Main Library's collection contains a greater variety of materials because it serves as a resource for further information and as a storehouse for materials for the entire Library system. Use is of paramount importance in deciding whether to retain a title. Space, the cost of replacement, and the appearance of the collection are additional factors in making weeding decisions. All collections need to be weeded on a continuing and scheduled basis. Regardless of use, materials should be removed if they:
 2. are damaged, worn, have pages missing, etc.;
 3. contain dated or obsolete information, even if some of the information is useful;
 4. are unused duplicates; or have been replaced by a newer edition.
5. Uncataloged paperbacks should be examined regularly for wear and tear and discarded as soon as they have become unattractive.

Media and Electronic Resources

The Library is committed to collecting material and offering access to a variety of media and resources. Because people communicate and learn in different ways, the Library does not limit itself to the print medium.

The Library's evaluation of priorities in choosing informational, educational and recreational materials applies to all media. The Library recognizes that the technologies of sound, image and information databases continue to evolve. It will monitor and evaluate new formats and measure their practical use by individuals and community organizations.

Display or Distribution of Materials

The Oldham County Public Library recognizes its role as an information source for community information. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials (flyers, brochures, posters, etc.) within the Library's facilities.

The Library provides bulletin board and wall space for the display of notices and flyers that are of community interest. The Library reserves the right to limit the length of time materials will be displayed. The Library's staff will dispose of the displayed materials after an appropriate time (normally thirty days) unless other arrangements have been made. All brochures, notices, and flyers must have prior approval from the Library Director (or designee). The Library assumes no responsibility for the content of posted materials.

The highest priority will be given to materials relating to library events/programs/services or library sponsored events. Next in priority for distribution will be civic/governmental materials for Oldham County and the towns situated in Oldham County. Materials from sources other than the groups and organizations listed above will not normally be displayed or distributed. Posters will not be accepted for any location. Any unsolicited materials found in a library location may be disposed of as the Library sees fit.

Distribution of printed materials in the Library to the library users or staff is disruptive to the operations of the Library and its use by the public and is not allowed. Printed information used to announce or supplement a library sponsored program may be distributed.

Any questions regarding display or distribution of specific items under this policy should be referred to the Library Director.

This policy becomes effective on 11/21/2019 and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.



Library Services for Minors Policy

The Oldham County Public Library will not restrict the access of minors to any printed library material based on the content of those materials nor will any library service be denied any library patron solely on the basis of the age of that patron.

Anyone under eighteen (18) years of age who applies for a Juvenile Library Card at any library in the Oldham County Public Library system must have their age and the signature of their parent or guardian on the library card application. The parent or guardian signing the library card application is agreeing to the stipulation printed on the application, and on the library card, that they will be responsible for the suitability of contents of any materials checked out to that minor as well as for the prompt return of those materials in good condition.

Under certain circumstances, minors may apply for a Temporary Library Card, which does not require an adult signature. The Temporary Library Card is active for six months and will allow the minor to have five print items check out at any given time. The juvenile or their caregiver will not be penalized for fines associated with a Temporary Card. At the expiration of six months an adult must present themselves to sign for the minor to have a Juvenile Library Card or there must be convincing extenuating circumstances.

After the minor patron is issued a library card, he/she will have access to all library materials and services except such library materials and services which are restricted due to special circumstances pertaining to the nature of the materials and/or service (see Restricted Materials Policy).

This policy is based on the Library Bill of Rights, an Interpretation of the Library Bill of Rights and the Free Access to Libraries for Minors adopted by the American Library Association. These documents are attached to and form a part of this policy.

This policy becomes effective on 11/21/2019 and replaces any previous policy written or implied. The Board of Trustees of the Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

*Signed October 6, 1986
Revised November 21, 2019*

Censorship Policy

The Oldham County Public Library (hereafter called the Library) supports and upholds the principle of intellectual freedom. The selection of Library materials is predicated on the Library patron's right to read, and similarly, the freedom from censorship by others.

The Library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.

Selections of materials for the Library will not, therefore, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material and in accordance with the Materials Selection Policy of the Library.

In regard to the use of the Library by minors, the decision as to what materials a minor may have access to is the responsibility of the minor's parent or guardian (See the "Library Services for Minors Policy"). Selection of materials will not be inhibited by the possibility that those materials may inadvertently come into the possession of minors. The following documents constitute a part of this policy:

- Resolution on Challenged Materials (ALA Council)
- Challenged Materials Statement (ALA Council)
- Expurgation of Library Materials (ALA Council)
- Materials Selection Policy (OCPL)
- Collection Development and Maintenance Policy (OCPL)
- Library Services for Minors Policy (OCPL)

Occasionally, objections to a selection will be made despite the care taken to select materials according to the "Materials Selection Policy." The principles of intellectual freedom and of the professional responsibility of the staff in serving the objectives of the Library must be defended, rather than the materials. If a complaint is made, the following procedure will be followed:

- 1) The staff person to whom the complaint is made should refer the patron to a supervisor or manager and provide the patron with a copy of any relevant policies. If the patron does not wish to speak with anyone else, or is unsatisfied with the explanation offered by the supervisor or manager, they should be offered a *Request for Reconsideration of Library Material Form*. A reminder should be given to the customer that no action will be taken on the basis of a verbal complaint alone, and that they should read, view or listen to the material in its entirety.

- 2) The form will be given to the Director, who will acknowledge receipt with a letter or email to the customer explaining the procedure. This begins the formal review process.
- 3) Each member of the Management Team will, in turn, be provided with the material in question, and do the following:
 - Examine and discuss the concerns expressed in the request.
 - Examine the challenged material by reading, viewing or listening to the material in its entirety.
 - Determine if the material was selected within the parameters of the Library's Collection Development Policy and Materials Selection Policy.
 - Determine the general acceptance of the material by reading reviews, if available.
 - Weigh the values, strengths and weaknesses of the material and form opinions on the basis of the entire work rather than on limited passages or sections taken out of context.
 - Consider the material in the context of the Library's mission statement.
 - Review the material in conjunction with all adopted American Library Association Policies including but not limited to: the Library Bill of Rights, the Right to Read, the Right to View, and the American Library Association's guidelines on intellectual freedom.
- 4) The Management Team will meet to discuss their findings. If the committee does not reach a decision within 60 days from the date of the request for reconsideration, the Director will notify the patron in writing stating that the title is still under review, and that a letter will be mailed upon a decision. The Director will then notify the Board of Trustees of the Management Team's decision at the next regularly scheduled meeting of the Board of Trustees.
- 5) In the event that the person who initiated the request is not satisfied with the decision of the committee, she or he may appeal for a hearing before the Board of Trustees by making a written request at least 10 days in advance of the next regularly scheduled board meeting. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Oldham County Public Library.

Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the Library Bill of Rights, the Right to Read, the Right to View, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rest with the Library Board and will be taken up at publically held Board meetings.

This policy becomes effective on November 21, 2019 and replaces any previous policy written or implied. The Board of Trustees of the Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.