



## Procedures for reconsideration of library resources

The Fontana Regional Library system supports intellectual freedom and subscribes to the principles of the American Library Association's Library Bill of Rights and its statements, Freedom to Read and Freedom to View. Library managers apply the selection criteria described in the Fontana Regional Library Collection Development Policy to provide library resources that meet the community's needs.

- If a library patron objects to specific library resources:
  - refer the patron to the Library Manager
  - the Library Manager reviews the Collection Development Policy with the patron
  - the patron may complete a *Request for reconsideration of library resources* form
  - the completed form is reviewed by the County Library Manager (in conjunction with Branch managers, where applicable)
  - the resource in question is reviewed to ascertain that the selection criteria were applied in the selection process.
  - the Library Manager will gather reviews of the resource and other relevant information.
  - the *Request for reconsideration of library resources* form, together with resource reviews, are discussed with the Fontana Regional Library Director and the County Library Board
- The patron will receive a written acknowledgment of the request within two weeks of the date of submission. Patron will be informed of any action taken regarding the resource under reconsideration.
- If the requestor is not satisfied with the decision of the Library Manager, he may appeal in writing to the Fontana Regional Library Director, who will convene the Regional Board to make a final decision.
- In reviewing the request for reconsideration, the Fontana Regional Library Board employs the selection criteria, considers other appropriate information including professional reviews and recommendations from the library staff, and comments from the requestor.
- Library resources are not removed from the collections during the review period. Copies of the materials in question may be checked out as evaluation copies for use of the Fontana Regional Library Board, appropriate staff or the Director.
- Within 30 days, the Fontana Regional Library Board will recommend an action. The Fontana Regional Library Director will inform the requestor and the Library Manager in writing of that decision.