



Reconsideration of Materials Policy

Mission Statement

The Cotuit Library Association's mission is to enhance village life by providing a place where community gathers and all individuals achieve personal growth.

Reconsideration of Materials Policy Purpose

The Cotuit Library stands firmly committed to the principles of intellectual freedom as stated in the First Amendment of the Bill of Rights of the United States Constitution, the Library Bill of Rights and its relevant interpretations by the American Library Association (ALA), and ALA's Freedom to Read Statement.

As a community resource, the Cotuit Library provides a diverse collection of materials and services to meet the varied needs of community members who have different backgrounds, experiences, beliefs, and worldviews. This includes providing material that opposes as well as supports particular beliefs, opinions, and viewpoints, including potentially controversial material, for the benefit of community members who wish to explore perspectives different from their own.

In keeping with its mission, the Cotuit Library aims to support the growth and fulfillment of individuals in all aspects of their lives, and therefore provides resources that meet needs for entertainment and leisure as well as for learning and enlightenment.

The Cotuit Library does not restrict young people from using any part of the collection. Library events may have a suggested or required age range, predominantly as a way to ensure an event is attended by its intended audience. A child's parents or guardians are responsible for determining what is appropriate for that child and for monitoring their access to library materials and services. Neither library staff nor other individuals may make such decisions for other people's children.

The Cotuit Library acknowledges well-intentioned individuals who occasionally question the inclusion of items in the Library's collections or the content of Library programs, services, displays and exhibits, and the Library Director or designated representative welcomes a respectful discussion of concerns. These expressions of concern or informal complaints can lead to formal challenges. If the patron would like to make a formal request for reconsideration,

there is policy and procedure in place to be followed when a member of the Cotuit community expresses a concern.

Reconsideration of Material

Suggestions and requests from Cotuit residents with an active CLAMS card are welcome (temporary or e-card accounts will not be recognized). Any resident who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form (see appendices). The form must be completed, signed, and submitted in person to the Executive Director. Upon receipt of the "Request for Reconsideration of Material" form, the patron will receive copies of the Library's mission statement, Collection Development Policy, Reconsideration Policy, and the Library Bill of Rights.

The Request for Reconsideration and title will be reviewed by the Executive Director to consider whether its selection follows the criteria stated in the Library's Collection Development Policy. During the process of reconsideration, questioned material will remain in the active collection until an official decision is made.

Within 30 business days from the receipt of the Request for Reconsideration, the Executive Director will send a letter to the individual who requested the reconsideration with notification of the decision made during the review process.

If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees. The decision of the Board of Trustees is final.

Once a decision has been made, it stands, and the title cannot be challenged or reviewed again for three years.

Intellectual Freedom

The Cotuit Library respects the freedom of information for its patrons and follows the American Library Association's Library Bill of Rights and Freedom to Read Statement (provided below) when acquiring and managing collections.

The Library strives to supply a diverse collection with the intent to reach all members of the community. Acquisition or use of any item does not imply approval or endorsement of the contents. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections. Anyone, of any age, may use any materials in the Library and is not to have that privilege limited by any staff member. Limitations to be placed upon the reading and viewing materials of young people are left to the discretion of the parents and caregivers.

The Library opposes any attempts by individuals or groups to censor items in its collection. Challenges regarding Library resources are handled in accordance with the Library's Reconsideration Policy.

Appendices

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<http://www.ala.org/offices/oif/statementspols/firstatement/freedomreadstatement>

People's Right to Libraries:

<http://www.njla.org/content/peoples-rights-libraries>

The First Amendment:

<http://www.ala.org/offices/oif/firstamendment/firstamendment>

CREW Manual:

<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>

Request for Reconsideration of Materials

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

VII. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Request for Reconsideration of Library Materials

If you wish to request reconsideration of library materials, please return the completed form to the Library Director.

Name _____ Date _____

Mailing Address _____

Phone _____ Email _____

CLAMS Account Number _____

Do you represent self? ____ Organization? ____

Name of Organization _____

1. Material on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

Barcode Number _____

2. What brought this material to your attention?

3. Have you read the entire book, viewed the entire film, or listened to the complete recording?

4. What concerns you about the material? Please be specific and cite pages/passages where appropriate. (use other side or additional pages if necessary)

5. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?

6. Are you aware of professional reviews or criticisms of the material? If so, please cite the source(s):

Thank you for completing this form. By signing below, you have completed this form in its entirety, and you have received and read the Cotuit Library Mission Statement, Collection Development Policy, Reconsideration of Materials Policy, and the Library Bill of Rights.

Signature

Date