

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Request for Reconsideration of Library Materials Policy

One of the goals of the Mount Olive Public Library (MOPL) is to maintain a comprehensive collection of materials that offers a wide diversity of views and expressions. These materials may include views which are unorthodox, unpopular, or controversial in nature. The decision to acquire materials does not constitute endorsement of the material's content. Members of the library community are free to select or reject materials based on personal choice.

Patrons wishing to formally address a concern about the appropriateness of library resources may choose to make a request for the reconsideration of the resource in question. Patrons making this request for reconsideration of Library Materials, whether for personal reasons or on behalf of an organization, must be a resident of the township of Mount Olive. A valid library card from the Mount Olive Public Library or proof of residency is required for any patron making a request for reconsideration.

The following steps will be used when an individual believes that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain available to the public. One should note that the Mount Olive Public Library is part of the MAIN Consortium and has no ability to remove resources from other member libraries.

A. Submit Completed Reconsideration Form

1. A concerned patron who would like to start the procedure for reconsideration of resources will be offered a packet of materials that includes:
 - The Mount Olive Public Library's Mission Statement
 - The Mount Olive Public Library's Selection of Materials Policy
 - The MOPL Request for Reconsideration of Library Materials Policy (This policy)
 - The MOPL Request for Reconsideration of Library Materials (FORM)
 - The American Library Association (ALA) Library Bill of Rights
 - The American Library Freedom (ALA) to Read Statement
2. Patrons are required to complete and submit a MOPL's Request for Consideration of Library Materials Form to the attention of the Library Director.

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B. Evaluation Process: Professional Review

1. Upon receipt of the completed form, the librarian responsible for collection development of the area where the item in question is located will be assigned to review the reconsideration request.
2. The librarian will read, listen to, or view the item. The Librarian will also read reviews of the item when available, check the item's circulation statistics, and compare the item to the selection standards set forth in the MOPL's Collection Management Policy.
3. In assessing the reconsideration request, the librarian will evaluate the item as a whole. Items will not be removed from the collection based solely on frankness of expression, the expression of controversial viewpoints, or objections to a particular passage considered outside of the context of the entire work.
4. Within fifteen (15) business days, the assigned librarian will make a decision and send a written response to the patron who requested the reconsideration, stating reasons for the decision. A copy of the response will also be sent to the Library Director.

C. Further Action: Appeal to the Director

1. If the concerned patron or organization is not satisfied with the librarian's response, a written appeal may be submitted to the Library Director within fifteen (15) business days of when the complainant received the decision. This second appeal must include all previous submitted forms, the librarian's response, and another Reconsideration Form filled out with further written explanation/information as to why the patron is not satisfied with the decision to justify the appeal, along with other documents the complainant feels will justify the argument.
2. The Library Director, with appropriate professional staff, will review the Reconsideration Form and the resource in question, to evaluate whether its selection follows the standards stated in the MOPL's Collection Management Policy.
3. Within fifteen (15) business days, the Library Director will make a decision and send a written response to the patron/organization who requested the reconsideration, stating the

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reasons for the decision. A copy of the decision and the Reconsideration Form will be supplied to the Mount Olive Board of Trustees.

D. Further Action: Mt. Olive Board of Trustees

1. If the patron is not satisfied with the decision of the Library Director, a written appeal may be submitted within fifteen (15) business days, of the date that the Library Director's decision was given to the complainant, to the Mt. Olive Board of Trustees and which must include all previous submitted, forms, the librarian's response, the Director's response, and another Reconsideration Form filled out with further written explanation/information as to why the patron is not satisfied with the previous decisions to justify the appeal, along with other documents the complainant feels will justify the argument.
2. When the Trustees plan to address the appeal at its board meeting, the patron will be notified of when and where the meeting will be held during the public session of a monthly Library Board of Trustee's meeting.
3. The Mt. Olive Board of Trustees reserve the right to limit the length of public comments.

The decision of the Mt. Olive Board of Trustees is final.

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