

Reconsideration and challenges

Reconsideration of Library Materials

The obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. Rabun County Public Library does not promote particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint or the contents of that item. The library will not indicate through the use of labels or other devices particular philosophies contained in an item. ***The library is opposed to any group or philosophy that aims at closing any path of knowledge.***

Northeast Georgia Regional Library System accepts materials reconsideration requests from patrons residing in its service area of Habersham, Rabun, Stephens, and White Counties. To ensure fairness and efficient handling of book reconsideration requests, Northeast Georgia Regional Library System will allow patrons to submit only one request at a time. This allows us to give each request the attention it deserves and make a prompt decision. Once a decision has been made on your current request, you are welcome to submit another if necessary. Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form included in Appendix B. The procedure detailed below will be used to resolve the request. Retention or deletion of materials will be determined by the Board's standards of selection as outlined in this policy. The completed decision on reconsideration of a specific title shall remain in effect for three years. (Regional Policy, 11)

Patrons who request the reconsideration of any library material will be asked to put their request in writing by completing and signing the form included in the *Challenged Material Policy*. The procedure detailed in that section will be used to resolve the request.

Retention or deletion of materials will be determined by the library manager's standards of selection as outlined in this policy.

Challenged Materials Policy

If materials or programs are challenged as improper for library use, the following procedure will be followed.

The complainant will be requested to put the objection in writing on a form supplied by the library, and to complete the information requested on the form.

By the end of the workday following the date of the complaint, the library staff receiving the complaint will present a written, factual, unbiased account of the complaint to the library manager. Immediately the library manager will send to the complainant the *Letter Explaining the Reconsideration Procedure*. The library manager will send the complaint to the regional library director of the Northeast Georgia Regional Library System. The regional library director will report the complaint to the GLA Intellectual Freedom Interest Group Chair.

The reconsideration of materials committee will review the complaint with attention given to the original reason for inclusion of the material or program in the library (for example: reviews, patron request, bestseller list, etc.).

The library manager will report the committee's finding, in writing to the complainant within two weeks of the date of receiving the *Letter Explaining the Reconsideration Procedure*. If the complainant is not satisfied with the report, they will then be referred to the regional library director of the Northeast Georgia Regional Library System. The regional library director will discuss the problem with the patron. If the discussion does not suffice, the complainant will be referred to the Rabun County Public Library Board; the regional library director and library manager will submit the written complaint, along with any other documentation produced by the committee to the board at the next regularly scheduled board meeting. The library board will reach a decision within the next two regular meetings. This will give board members the opportunity to personally review the material in question. All decisions will be filed with the Northeast Georgia Regional Library System.

If this does not suffice, the complainant will be referred to the Northeast Georgia Regional Library Board. The regional library director will submit the written complaint, along with any other documentation produced by the committee, to the board at the next regularly scheduled board meeting. The Regional Library Board will reach a decision within the next two regular meetings. This will give board members the opportunity to personally review the material in question. All decisions of the Northeast Georgia Regional Library Board will be final.

Letter Explaining Reconsideration Procedures

Date:

Dear

We appreciate your interest in the resources available from the Rabun County Public Library. Your request for reconsideration of library materials will be investigated by our Reconsideration of Materials/Programs Committee. They will determine whether the item in question meets the criteria, as specified in the library's selection policy for inclusion in the collection. A copy of this policy is available at the circulation desk of the library.

A report detailing the findings of the investigation will be sent to you within two weeks from the date of this letter. If you wish to discuss the ruling with me, I will be happy to set up an appointment to meet with you. If you wish to appeal the ruling, please contact me and you will be put on the agenda to be heard by the Rabun County Public Library Board of Trustees at the next regularly scheduled meeting. A complete copy of the library's Reconsideration Policy is enclosed.

Sincerely,

Library Manager

Rabun County Public Library

Public Comment

The Rabun County Public Library and Rabun County Public Library Board of Trustees welcome visitors to board meetings and are willing to hear any person or persons desiring to appear before the board.

1. Persons wishing to address the board shall do so during the public comments portion of the meeting.
2. **Persons shall sign up in advance for public comment by submitting a completed public comment form to the library manager no later than 5 business days before the regularly scheduled meeting. Persons wishing to speak must complete the public comment form.**
3. Each speaker will be allotted three (3) minutes for their presentation, not three minutes per topic.
4. After each speakers' remarks have concluded, the chair may, but shall not be required to briefly respond, either personally or through another member of **the** Rabun County Public Library Board who the chair shall delegate. If necessary, action on the matter for consideration for the Rabun County Public Library Board will be placed on the agenda for the next regular meeting following that date of the public comment.
5. All remarks shall be made to the Rabun County Public Library Board as a body and addressed through the chair. Remarks shall not be made to a particular board member.
6. Questions from the Rabun County Public Library Board may be asked for clarification. However, no personnel shall be permitted to enter any discussion, either directly or through a member of the Rabun County Public Library Board, without the permission of the chair.
7. No person shall be allowed to make impertinent, derogatory, offensive, or slanderous remarks while addressing the Rabun County Public Library Board.
 - a. A person may be barred from further speaking before the Rabun County Public Library Board if in that meeting their conduct was deemed out of order.
 - b. A person, once barred for improper conduct, shall not be permitted to continue, or again address the Rabun County Public Library Board.
 - c. In the event the speaker fails to obey the ruling, the chair may take such actions as is deemed appropriate, including the removal of such person from the assembly.
 - d. A person barred by the Rabun County Public Library Board may request a hearing, by written request, to the chair stating the reason(s) for a reversal of the decision.