

Challenged Materials Policy

(Approved by the City Council of the City of South Sioux City Feb 12, 2018)

The South Sioux City Public Library believes in freedom of information for all, and does not practice censorship. The library follows the American Library Association's Freedom to Read Statement, The Freedom to View Statement, and the Library Bill of Rights.

Many books are controversial and any given item may offend someone. Patrons may raise concerns about library material that does not support their tastes and views. Staff is available to discuss concerns and identify alternate material that may be available. Patron concerns will be dealt with promptly and courteously.

A staff member will listen to the patron's concerns. This discussion may be referred to a Department Head, the Library Director or the assigned in-charge person at either the staff member's or the patron's request. The patron will be handed a copy of South Sioux City Public Library Collection Development Policy, the Challenged Materials Policy, the American Library Association's Freedom to Read Statement, The Freedom to View Statement, and the Library Bill of Rights.

If this discussion proves unsatisfactory to the patron, the patron may make a formal, written request using the "Request for Reconsideration of Library Materials Form" located at the front circulation desk. This form will be provided by a Department Head, the Library Director or the assigned in-charge person.

For the request to be considered, the form must be completed in full including signature and submitted to the Library Director. Only specific works or titles will be considered for reconsideration. Requests for reconsideration of general topics or subject areas will not be considered.

The patron submitting the form must be a resident of the Siouxland area and currently hold a valid South Sioux City Public Library card.

The material under consideration will remain in the library's collection pending the outcome of the patron's request. In the event that the material under consideration is lost during the evaluation process, replacement materials will be purchased until a final determination has been made.

Upon receipt of a completed form, the Library Director will establish if the form is proper, applies to the material in question, and is complete. Based on all applicable library policies and procedures, the Library Director will evaluate the material and then make a decision regarding the disposition of the material.

The Director's decision will be communicated in writing at the earliest possible date to the patron who initiated the request for reconsideration. The response will indicate the action to be taken and reasons for or against the request.

Requests for reclassification of library material will be considered by the Director in consultation with library staff. The Director will decide what action, if any, is to be taken and will notify the patron of this decision at the earliest possible date.

An item will only be evaluated for reconsideration and/or reclassification once in a twelve-month period.

The Director will inform the Library Board of all requests for reconsideration of library materials and their disposition.

If not satisfied with the Director's decision, the patron may file an appeal with the Library Advisory Board within three weeks (21 days) of issuance of the written decision. The appeal should be presented in writing to the President of the Board.

In the event of an appeal, the Library Board will be given a copy of the patron's completed form and the Director's response to the patron. The President of the Board will request a subcommittee of at least three board members to review the challenged material. Any board member may serve on the review committee upon request. The Library Board will hear an appeal during their next scheduled meeting. The Board reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with, and the decision conforms to, all applicable policies and procedures of the South Sioux City Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

The decision of the Library Board is final.

The Director will notify the patron of the Board's decision within three days by letter.

If the decision is to remove the materials or reclassify to a new location, the Circulation Department head will be notified and the records will be removed/changed and all copies of the material will be discarded/changed. Upon the item being removed/changed, the Director will contact the American Library Association Office for Intellectual Freedom of the removed item.

(Approved by the South Sioux City Advisory Board 11/01/2017)