

MATERIAL REVIEW POLICY

The library has developed the following procedures to process a patron request for material review (reconsideration / inclusion of material).

Upon registering a concern about an item or items in the library's collection with library staff, the patron will be handed a copy of the Material Review form that includes the library's Material Selection policy. If multiple items are involved, the patron fills out a Material Review form for each item.

When patron returns the form, the form shall be transmitted to the Library Director. A written recommendation will be made and transmitted to the patron within 45 days of receipt of the patron's request.

For purposes of providing a recommendation regarding the patron's request, the Library Director shall form a review Committee ("Committee") that consists of the following members:

- One Library Services Manager, to be selected by the Library Director
- Two staff members, to be selected the Library Services Manager serving on the Committee
- The Library Board President
 - If the Library Board President is unable to take part, the Library Board Vice President shall fulfill this duty. The Secretary and remaining Board members can fulfill this duty as needed.

The Committee shall meet within one week after formation to formulate a timeline of action.

Each member of the Committee shall review the item(s) separately.

The Committee shall use the following guidelines as authorities when making their final recommendation:

- Full reading/viewing/listening to the item(s)
- Ontario City Library Material Selection Policy.
- Library journals and any other relevant and pertinent literary and review sources
- Principles of intellectual freedom as outlined in the American Library Association's Library Bill of Rights and Freedom to Read statement.
- The library's mission, vision, and values statements.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

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The Committee shall meet once more within the prescribed time to discuss recommendations.

Although the material(s) may be checked out by a staff member to prepare for evaluation, the material(s) will not be either temporarily or permanently removed from the shelves during the evaluation period.

The Library Services Manager serving on the Committee shall write a recommendation based on the Committee's discussion and submit it to the Library Director.

The Library Director shall inform the patron of the Committee's determination in writing and inform the patron of the right to appeal the Committee's determination.

Notice of Appeal: A notice of appeal to the decision may be made to the Library Board. The notice of appeal must be made in writing within 10 days after receiving the Committee's determination. Two copies of such notice shall be filed: One to the Library Director and one to the Library Board President, c/o Ontario City Library, 215 East C Street, Ontario, CA 91764. The Library Board will discuss at the next available Library Board meeting, at which time the appellant may speak on behalf of the appeal.

Decision: The Library Board shall issue a written decision to the appeal within 60 days of the completion of the meeting. The Library Board shall have the power to affirm or reverse the written determination or to remand it to the Library Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Revised & Adopted by

Ontario City Library Board of Trustees

April 13, 2021