MONMOUTH COUNTY LIBRARY

Request for Removal/Reconsideration of Library Material Procedure and Response

Procedure

- A patron with a vested interest who has concerns about library materials should first have a conversation with a librarian or senior staff member on duty. If a conversation fails to resolve the patron's concern, the patron may informally bring it to the library director.
- If the patron's concern is still not addressed, the patron will be directed to complete the library's Request for Removal/Reconsideration of Library Materials form.
- A challenged library material must remain within the public library and be available for a resident to reserve, check out, or access until there is a final decision by the review committee.

Response

The request form is submitted to the Library Director, who then forwards it to the members of the Review Committee. The Review Committee is responsible for:

- Reviewing the challenged materials.
- Reporting in writing its recommendations to the Library Commission on whether to remove, limit, or retain the library material within 30 business days from the date of receiving the form.
- Provide a copy of the report to the individual with the vested interest who filed the form.

The Library Commission must review the report and issue a response in which it must discuss the reasons for:

- Removal, limitation, or non-removal of a library material;
- Any final determination that is contrary to the recommendations of the review committee;
- Provide that the library material that has been reviewed shall not be subject to a subsequent challenge for at least one year.

Approved by the Monmouth County Library Commission – January 20, 2026