MONMOUTH COUNTY LIBRARY

Request for Removal/Reconsideration of Library Materials Policy

Monmouth County Library's mission is to support the lifelong pursuit of knowledge through reading and learning. We aim to help patrons of all ages meet their educational, recreational, and cultural needs through our extensive collections, information resources, and electronic content resources.

Policy Statement
The Request for Removal/Reconsideration of Library Materials Policy ensures that the provisions of the Freedom to Read Act are followed, and that the library's collection responds to the local community's needs as outlined in its mission statement.

Reason for Policy
The purpose of the policy is to provide standards for the curation of library material; establish criteria for removal of existing library material or library material selected for inclusion in the public library; and protect against attempts to censor library material.

Definitions
Censorship. Means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept, or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain age groups.

Governing body. Means a board of trustees, library director or other chief administrative officer, a county library commission, or the board of county commissioners of a public library.

An individual with a vested interest. Any resident or taxpayer who is served by the public library in a county or municipality where the library is situated.

Library material. Means any material, including, but not limited to, nonfiction and fiction books; magazines; reference books; supplementary titles; multimedia and digital material; software and instructional material, belonging to, on loan to, or otherwise in the custody of a public library.

Review committee. The governing body/Monmouth County Library Commission will appoint a review committee consisting of:

- At least one member of the Library Commission;
- A librarian employed by the library;
- A non-librarian staff member familiar with the library materials;
- A representative selected by the Library Commission;
- A resident serviced by the public library, provided the resident selected is not the individual who submitted the form;
- Any additional members the Library Commission deems necessary.

Responsibilities
Individuals with a vested interest may submit the request for removal/reconsideration form to the Library Commission to initiate a review of the material. A separate form must be submitted for each request.

Individuals with a vested interest must use the library's Request form, list their name and address on the form, specify which sections of the library material the individual objects to, and provide an explanation of the reasons for the objection.

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The **Library Commission** must

- Create a request for removal form based on the model removal form established by the State Librarian; and
- Appoint a review committee as defined in this policy.
- Review the committee's report and make a final determination on whether the material is to be removed from the public library or limited in use. The Library Commission shall provide a written statement of reasons for:
  - ◊ Removal, limitation, or non-removal of a library material; and
  - ◊ Any final determination that is contrary to the recommendations of the review committee; and
  - ◊ Provide that the library material that has been reviewed shall not be subject to a subsequent challenge for at least one year.

The **review committee** must:

- Review the challenged materials.
- Report in writing its recommendations to the governing body on whether to remove 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.

Response

The Library Commission recommendation(s) must discuss the reasons for:

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

Contact

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