

RECONSIDERATION OF MATERIALS PROCEDURE

This policy establishes a clear and fair procedure for patrons to request a review of library resources they find objectionable.

The mission of the Irish Cultural Center and McClelland Library is to “...bring Irish heritage to life through dynamic education, vibrant community events, and the celebration of cherished traditions, inviting people of all cultures to connect, learn, and carry the Celtic spirit forward.” We are dedicated to intellectual freedom and freedom of expression. We provide all individuals, regardless of origin, age, background, or views, with public access to information and a diverse and inclusive collection of materials.

The library selects these materials based on the criteria and guidelines outlined in the Collection Development Policy and in alignment with the organization mission statement, not anticipated approval or disapproval. Similarly, the library will not remove items purchased with due consideration simply because they may displease a specific individual or group.

We uphold that reading is a private activity. Individuals must evaluate materials to determine their suitability for personal purposes and make choices about whether to read specific items.

We also assert that parents or legal guardians of minors are responsible for selecting and reading materials. The library staff do not serve in loco parentis. Selection decisions are not influenced by the possibility that materials might be accessible to minors, and the library does not restrict children’s access to any library materials.

A library patron with an active Irish Cultural Center and McClelland Library membership may informally object to an item in the Library’s collection by speaking with the Library Director. The Reconsideration of Materials form may be used to formally object to a single item in the library’s collection. The following procedure will be implemented to consider the opinions of those not directly involved in the selection process.

1. Professional library staff will assist the patron in obtaining a copy of the Reconsideration of Materials procedure and form as well as the following resources: the American Library Association *Library Bill of Rights*, the American Library Association *Freedom to Read Statement*, and a copy of the McClelland Library Collection Development Policy. During the review process, the library will take appropriate measures to ensure the item remains available.
2. The completed Reconsideration of Materials form will be submitted to the Library Director for review. The form cannot be anonymous. Forms submitted anonymously

or without current contact information will not be reviewed. Upon receipt of the formal request for reconsideration, McClelland Library will have 14 days to review the challenged materials. The Library Director will respond with the decision in writing to the complainant.

3. If the complaint remains unresolved after this review, the individual may submit a written notice of appeal to the Executive Director of the Irish Cultural Center and McClelland Library within 30 calendar days following the receipt of the Library's decision on the complaint. The Executive Director's decision is final.

4. The final decision concerning the specific item will remain effective for three years from the date it was made. During this time, no further requests for reconsideration of this item will be accepted.