

## **Prince William Public Libraries**

### **Reconsideration of Library Materials Procedure**

Prince William Public Libraries is committed to ensuring complaints are handled in an attentive and consistent manner. Specific complaints about library materials are handled through the Reconsideration Process.

The Reconsideration Process begins with a discussion between the patron and the Branch Manager or the Assistant Branch Manager if the Branch Manager is not available. A patron who chooses to continue with a formal request to reconsider the material should submit a completed Reconsideration Form.

The completed form is forwarded to the Materials Services Division Chief, Deputy Director, and Library Director. The Deputy Director will form a Reconsideration Committee comprised of three library staff members. Working independently, each committee member will review the material and provide an action recommendation to the Materials Services Division Chief, who ultimately determines the library's action. The patron is then informed of the decision in writing.

The decision may be appealed to the Library Director, and a final appeal may be made to the Library Board of Trustees.

### **References**

- [Library Bill of Rights \(1939\)](#): Adopted by the American Library Association (ALA) Council, the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries.
- [American Library Association's Freedom to Read Statement \(1953\)](#): The ALA statement affirms and outlines that the freedom to read is essential to our democracy.
- [Access to Library Resources and Services for Minors \(1972\)](#): Originally adopted by the ALA Council in 1972, and most recently amended in 2019, this statement was previously known as "Free Access to Libraries for Minors."
- [Libraries: An American Value \(1999\)](#): Adopted by the ALA Council, this brief statement pronounces the distinguished place libraries hold in our society and their core tenets of access to materials and diversity of ideas.