In the event of a patron's request that specific library materials be removed, made less accessible, or inaccessible to any or all library patrons, the following procedures will be followed:

1. The Director of the Library should be contacted immediately by whoever the patron asks for help. If the director is unavailable, a librarian should be consulted. In their absence, a report shall be taken and immediately sent to the Director's Office. The patron shall be directed to the Request for Reconsideration form found on the library’s Policy webpage.

2. The Request for Reconsideration form should be filled out as completely as possible by the patron. The form must include a signature and an address in order to guarantee a response.

3. The form, along with the questioned material, should be taken to the Director of the Library. Copies of the form should be distributed to all librarians.

4. The Director of the Library and librarians will then:
   a. Assign the challenge to the appropriate liaison librarian who will be responsible for checking out and reviewing the challenged material in its entirety in accordance with the library’s Collection Development Policy;
   b. Review published reviews and recommendations provided by the liaison librarian within two weeks of the submitted challenge;
   c. Meet to discuss the challenge within three weeks of the submitted challenge; and
   d. Make a written recommendation to the Provost on removal, retention, or replacement of the challenged material by the end of the fourth week following the challenge submission.
      1. The Provost will recommend a course of action in writing.
      2. The Director of the Library and librarians will make a final decision.

5. The complainant shall be notified, in writing, of the final decision, along with procedures for appealing the decision.
   a. All appeals must be in writing, sent to the Director of the Library.
   b. The Director of the Library will send the appeal to the Provost for a final decision.

Further documentation to consult:

Challenges to Library Materials, American Library Association