

#### **IV. WITHDRAWAL OF LIBRARY MATERIALS**

Librarian should systematically weed from the collection, according to accepted practices, materials that are no longer useful, and may be withdrawn for following reasons:

- A. No longer of interest or demand
- B. Duplicate or multiple copies
- C. Worn or falling apart beyond repair
- D. Information superceded by new information
- E. Patron requests: If a patron requests the removal of a specific item, the patron should first be encouraged to discuss the complaint with the library director. It may be possible to resolve the issue by relocating the item, adding an additional item presenting an opposing viewpoint, or to find another compromise. If the patron wishes to pursue the removal of the item, the patron is required to fill out a **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**. The complaint shall be presented to the Board at a regular meeting, which the complainant is encouraged to attend. The Board will consider the request, and will notify the patron in writing of the disposition of their complaint. It is the librarian's responsibility to bring all complaints to the trustees' attention at the regular board meetings. Material under consideration will remain in the active collection until a final decision by the Board has been reached. The Board will not consider a complaint as to specific item or material which is nationally distributed and readily available within the community.

Effective

Reviewed January 8, 2013

Revised