

Montgomery City-County Public Library Reconsideration of Library Materials Policy

Introduction

The Montgomery City-County Public Library selects materials under its Collection Development Policy, in accordance with APLS Administrative Code Section 520-2-2-.03. All materials are considered constitutionally protected unless deemed otherwise by judicial action in a court of jurisdiction, following the exhaustion of appeals. Should a patron contend that a specific item lacks First Amendment protection, the responsibility of proof lies with the complainant. Any item meeting the Library's selection criteria will remain accessible in the collection unless a legal decision requires its removal.

Definition

Reconsideration of library materials refers to the process of reviewing items currently in the collection, in response to a patron's formal complaint. This review uses the Library's Collection Development Policy and credible sources to determine if the item should stay in or be removed from the collection.

Policy Points

To request reconsideration of library materials, patrons must meet the following requirements:

1. **Eligibility**
 - Be 18 years or older.
 - Reside in Montgomery County.
 - Hold an MCCPL library card in active and good standing for at least one year.
2. **Limits on Requests**
 - Each patron may submit up to two (2) item challenges per calendar year.
3. **Required Documentation**
 - Library staff will provide the following to patrons submitting a complaint:
 - *Reconsideration of Library Materials Policy*
 - *Reconsideration of Materials Request Form*
 - *Collection Development Policy*
 - *Freedom to Read Statement*
 - *Library Bill of Rights*
 - *Library Vision and Mission Statements*
4. **Submission Process**
 - Patrons must complete and submit the *Reconsideration of Materials Request Form* to initiate the review.
 - This document must be signed in the presence of a Notary Public and properly notarized to be considered valid.
 - Upon receiving the request, Library staff will provide an acknowledgment, signed and dated by both the patron and staff member.

5. Review Process

- A Review Committee, consisting of three Library staff members, will assess the request and make recommendations to the Library Director. This review may take up to three months.
- The Library Director will review the committee's recommendation and make a final decision within 30 days of receiving it.

6. Notification

- Patrons will receive the final decision via email.

7. Appeal Process

- If dissatisfied with the decision, the patron may request, in writing, a review by the Library Board of Trustees at least 30 days prior to the next scheduled meeting. The Board's decision is final.

8. Library's Rights

- The Library reserves the right to remove or relocate materials within the children's, young adult, and adult sections that do not adhere to the Library's Collection Development Policy or APLS Administrative Code.

This policy aims to balance the Library's commitment to free expression with our community's needs and values, ensuring a thoughtful approach to material reconsideration.