

Reconsideration of Library Materials Policy

Selection Policy

Spokane Falls Community College Library supports the responsibilities of librarians and libraries to provide materials to the campus community. The Library endorses the Library Bill of Rights, the Freedom to Read Statement, and the Intellectual Freedom Statement adopted by the American Library Association, *Libraries: An American Value*.

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Intellectual Freedom](#)
- [Freedom to View](#)

The concept of intellectual freedom involves selecting some materials/databases which may contain information that may be considered controversial by some individuals or groups. As stated in the Master Contract between the Community Colleges of Spokane Board of Trustees and the CCS Association of Higher Education, “Libraries seek to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library material shall be proscribed or removed from, nor required to be present in, libraries for partisan or doctrinal reasons”. The acquisition of these materials/databases doesn't imply approval or endorsement of the contents. These materials/databases are acquired to support the curriculum and represent multiple sides of controversial issues. The selection criteria must remain broad and flexible to provide a collection which supports the wide range of programs and diverse backgrounds of the college clientele.

Reconsideration of Library Resources

Resources in the Library may be challenged by students, faculty and staff of Spokane Falls Community College and those persons who are residents of the state of Washington. A challenge to a Library resource must be based on the failure of that resource to fall within the Library's Collection Development Policy, including the commitment to intellectual freedom. When challenging an item, the complainant may request that the Library take one of two actions; (1) removal of an item/resource because it is inappropriate, or (2) the addition of a source to balance the collection by providing alternative views. The Library may agree to take either action or no action at all. Challenged resources will remain available to Library users during the duration of the challenge.

Procedure

Those persons wishing to challenge a resource in the Library must complete the form, *Request for Reconsideration of Library Resources*. No material will be withdrawn, removed, or undergo a change in location or status until the entire review process is completed.

For the purpose of this procedure, working days are those on which classes are in session, including faculty workdays. Days not contracted for work (i.e. winter break and weekends), Campus Development Days, or during the academic year when a quorum cannot be formed, are not considered workdays.

Tier 1. The Tier 1 process is triggered upon receipt of a formal challenge to reconsider a library resource.

1. The completed Request of Reconsideration of Library Resources form will be submitted to the Dean of Libraries. Within 15 working days the Dean will acknowledge receipt of the form. The Dean may take this opportunity to inform the complainant of their ability to form the Material Reconsideration Committee, inform the complainant of the process, or ask clarifying questions.
2. Within 30 working days of acknowledgement, the Dean will form a Material Reconsideration Committee; a quorum of which contains at least three faculty librarians, including the subject liaison librarian, who will review the submitted Request of Reconsideration of Library Resources. The group will prepare a response (that explains the decision to retain, withdraw or relocate the resource in question) based on, how the resource relates to the educational goals of the college, on the professional literature reviews of the resource and on the selection criteria described in the SFCC Library Collection Development Policy.
3. The complainant will receive the written response to the Request for Reconsideration of Library Resources within 30 working days of the Material Reconsideration Committee convening.
4. The recommendation(s) of the Material Reconsideration Committee will be sent to the complainant and to the Library Dean.

Tier 2. The Tier 2 process is intended to provide the complainant an opportunity to appeal should they object/reject the findings of the Tier 1 group. The reason the complainant issued the initial challenge in the Request for Reconsideration of Library Resources may **not** be amended.

1. Within 20 working days of the postmark of the response from the Library, the complainant must forward a written appeal to the Library Dean. The complainant's appeal must outline the reasons why they object to the outcome of the Tier 1 process.
2. Within 20 working days of receipt of the complainant's appeal, the Dean will convene an (ad hoc) Review Committee composed of: Dean of the Library, Library Department Chair or library faculty, two faculty members (librarian and faculty member from the department for which the resource was purchased).
3. Within this 20-day period, the Dean will call the first meeting of the ad hoc Review Committee.
 - a. The Committee will draft a response to the complainant's appeal letter upon completing a review of the professional literature and the SFCC Collection Development Policy.
 - b. The recommendation of the Review Committee will be sent to the Dean, who will make the final decision.
 - c. The complainant will be notified in writing by the Dean of Libraries of that decision within 30-working days of the Review Committee convening.

The final decision is binding; the item cannot be challenged again on the same grounds whether that be by the original complainant or a subsequent complainant.