

Levy County Board of County Commissioners

Official County Policies

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Re-evaluation of Library Materials	LCP5.9	1 of 2
Based on Florida Statute Number	Effective Date	
F.S.125.01(f,t,w)	Nov 20, 2001	

Policy:

1. When a patron expresses concern about the choice of library materials to a library staff member, the staff member will listen and will invite the patron to fill out and submit the Request to Re-evaluate Library Materials form.
2. No further action will be taken until this form is completed and submitted.
3. Patron completes form and submits it to any staff member. The branch librarian then forwards the form to the Library Director.
4. The Library Director confers with the librarian who selected the title in question. They review the material and compare it to Library System collection development policy. The Director then makes a decision on the disposition of the material. The decision will be to retain the material in the collection, to de-select the material from the collection, or to retain the material but move it to a different location within the library.
5. The Library Director prepares and sends a written response to the patron within two weeks.
6. If the patron wishes to appeal the decision, the patron may telephone or write to either the Administrative Office or the Chair of the Library Advisory Board (LAB) to be placed on the LAB agenda. The matter will ordinarily be placed on the LAB agenda for the next regularly scheduled meeting.
7. The LAB will serve as the Materials Review Committee. The Chair of the LAB will ordinarily chair a materials re-evaluation proceeding. If the re-evaluation request concerns material from the library in the district represented by the LAB Chair, the LAB may vote to appoint a different LAB member to chair the re-evaluation proceeding.
8. LAB members who vote on the materials re-evaluation must read, view, or

hear the material in question, must study the Director's response to the request to re-evaluate, and must compare both to the System collection development policy.

9. The LAB will make a decision on the request. The decision will be to retain the material in the collection, to de-select the material from the collection, or to retain the material but move it to a different location within the library.
10. The LAB member who chaired the proceeding will prepare and send a written report to the patron, with copies to the Library Director and the County Commission office, within one week of the LAB meeting at which the decision was made.
11. If the patron wishes to pursue the matter further, the patron may telephone or write the office of the County Commission to be placed on the County Commission agenda. The decision of the County Commission as to the disposition of the matter will be final.

Date Approved by BOCC	Signature of BOCC Chair	Date Signed
Nov. 20, 2001	Tony Parker	Nov. 20, 2001