

GUIDELINES: REQUEST FOR EVALUATION OF LIBRARY MATERIALS

Albert Wisner Public Library serves people from all walks of life with a variety of viewpoints and tastes and we welcome your comments. Albert Wisner Public Library cardholders with a current (not expired) library card who wish to register a concern regarding a library item will be asked to fill out the Request for Evaluation of Library Materials form (see attached.) The form may be hand-delivered to any staff member or emailed to the Library Director.

Please note the following guidelines and requirements:

- Residents of the Town of Warwick, NY, but whose library taxes support either the Greenwood Lake Public Library or the Florida Public Library, are ineligible to submit this form.
- The form must be completed in its entirety. Forms missing information or responses, or which are unsigned, will not be reviewed.
- The form may address concern about one item/resource only, not the entire body of work of a given author, nor all items of a given genre, theme or topic.
- Organizations and groups are not eligible to submit this form.

Before submitting the form, it may be helpful to review the following summary of the Library's policy on library materials:

Albert Wisner Public Library's professional staff chooses books and other materials to meet the informational, educational and recreational reading needs of the citizens of the community. The staff is guided by the Materials Selection Policy adopted by the Board of Trustees of the Library. The Trustees and staff support the belief that the right to read and the right to free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to democracy. The Trustees have also adopted the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement, which represent the Library's interpretation of the First Amendment to the Constitution of the United States. In practice, this means that the Library will resist efforts to remove or censor materials.

The Library Director, and a committee designated by the Director (to include selectors and department heads), will review the completed form and the item in question, taking into consideration the Library's Materials Selection Policy, Exhibits & Display Policy and book/media review sources. The Director will respond in writing within thirty (30) days of receipt of the completed form. Accompanying the decision, as applicable, will be relevant professional book/media reviews, the Library's Materials

Selection Policy, the Library's Exhibits and Display Policy, the *Library Bill of Rights*, the American Library Association's *Freedom to Read* and/or *Freedom to View* statements. The Director will provide the Library Board of Trustees with copies of the *Request for Evaluation of Library Materials* form and the Director's written response.

The Director's decision may be appealed in writing, by the person who submitted the evaluation request, to the Library Board of Trustees within thirty (30) days of the date of the Director's response. Please mail a brief letter requesting an appeal addressed to the Board of Trustees, 1 McFarland Drive, Warwick, NY 10990, or fax the letter to (845) 987-1228, Attn: Board of Trustees.

The Board reserves the right to undertake a thorough investigation prior to making a decision. That investigation will include a complete examination of the resource itself and of the relevant Library policies. It may also include consultation with staff, the Library's attorney, the Ramapo Catskill Library System, and professional organizations or other resources as the Board deems necessary in order to make a fully-informed decision. The Board may take up to 90 days from receipt of the appeal for this process.

Until a decision is made by the Board, the item in question will remain available without restriction. Once a decision is made, the person who submitted the request for evaluation will be notified in writing of the Board's decision through U.S. mail.

The Board's determination is final. The determination will stand for five years from the date of the decision before a new request for evaluation of the same item will be considered.

Adopted, Board of Trustees: 4/25/2023



Request for Evaluation of Material

The Board of Trustees of Albert Wisner Public Library (AWPL) has established a Materials Selection and Exhibits and Displays Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request evaluation of a resource, please return the completed form to the Library Director.

- Each question must be answered completely or the form will not be reviewed. This includes all contact information. Unsigned forms or forms submitted anonymously will not be reviewed.
- Only AWPL cardholders may submit this form. If you are a taxpayer of the Warwick Valley Central School District and do not have a card, you may apply online on the AWPL website or apply in person at the Library.
- Only one resource may be listed on this form.

Date: _____

Name: _____

Street Address in WVCSD (P.O. Box not accepted): _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Library Card Number of Person Named Above: _____

1. Resource on which you are commenting:

Book (e-Book) Movie Magazine Audio Recording

Digital Resource Video Game Newspaper Other

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you read/viewed/listened to the entire resource? Yes No

If not, what sections did you review? (Please be specific, indicating pages/chapters, etc.)

4. Do you object to the entire work or only to specific parts? (Explain, with specific examples that will illustrate your concerns.)

5. Have you seen/heard a critic's review of this work? If yes, please include a citation for each review.

6. Are there resource(s) you suggest the Library acquire in order to provide additional information and/or other viewpoints on this topic?

7. Please provide any other comments you may have about this item.

Signature: _____

Date: _____