

Waupaca Area Public Library  
Material Review Policy

The objective of the Material Review Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. The Waupaca Area Public Library supports and endorses the Intellectual Freedom Statements: "Freedom to View" and the "Library Bill of Rights." Copies of these documents are available upon request.

1. The library patron should obtain a Request for Library Item Review form (from any service desk at the Library or online), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board and the Library Director will provide the Board with all documentation.
5. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review as well as the Director's response.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days.
7. If the patron is dissatisfied with the Committee's decision they may direct a letter to the Library Board. The Library Board will hold a public hearing if deemed necessary. The decision of the Library Board will be final.

Replaced the Reconsideration of Materials Policy which was:

Approved by the Waupaca Area Public Library Board of Trustees May 21, 1991  
Revised by the Waupaca Area Public Library Board of Trustees June 8, 1999  
Revised by the Waupaca Area Public Library Board of Trustees April 13, 2004  
Revised by the Waupaca Area Public Library Board of Trustees June 12, 2007  
Adopted by the Waupaca Area Public Library Board of Trustees May 8, 2012

Adopted: \_\_\_\_\_ Date \_\_\_\_\_  
(Library Board President)

Adopted: \_\_\_\_\_ Date \_\_\_\_\_  
(Library Director)

Waupaca Area Public Library  
Request for Library Item Review

My concern is about:
<input type="checkbox"/> Book
<input type="checkbox"/> Audio item
<input type="checkbox"/> Video item
<input type="checkbox"/> Internet link

Please fill in the following information (if relevant)

Title: \_\_\_\_\_

Author/Producer/URL : \_\_\_\_\_

Please tell us all you can to help us understand your concerns.

1. How did you learn of this item?

\_\_\_\_\_

\_\_\_\_\_

2. What is it about the item that you object to?

\_\_\_\_\_

\_\_\_\_\_

3. Did you read/listen to/view the entire item? If not, which segments did you read/listen to/watch?

\_\_\_\_\_

\_\_\_\_\_

4. What do you believe are the main ideas of the item?

\_\_\_\_\_

\_\_\_\_\_

5. Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Your signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I file this concern on behalf of  self  my child  Other (please list) \_\_\_\_\_

How do you wish to be contacted?  mail  phone  email

The Library Director will acknowledge your concern and contact you with a response within 30 days of receipt.