

Waupaca Area Public Library
Material Review Policy

The purpose of the Waupaca Area Public Library's collection, in keeping with Wisconsin State Statute 43.001(1)(a), is to provide "free access to knowledge, information and diversity of ideas." The Library therefore provides services and materials to all residents regardless of cultural background, personal opinions, religious beliefs or political beliefs. The Library supports the right of each family to decide what materials are right for them. We support and endorse the Intellectual Freedom Statements: "Freedom to View" and the "Library Bill of Rights." Copies of these documents are available upon request.

The objective of the Material Review Policy is to provide a process for addressing patron concerns about the content or location of materials physically located at the Waupaca Area Public Library. To file a review, the patron must hold a valid Outagamie Waupaca Library System (OWLS) card and be a resident of the State of Wisconsin.

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 President of the Library Board will acknowledge receipt of the letter. 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. This committee will meet within 90 days of receipt of the letter.
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 after the committee meeting.
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.
8. All items under review shall remain on the shelf and available to the public during the review process.

Affirmed by the Waupaca Area Public Library Policy Committee December 15, 2021

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

Waupaca Area Public Library
Request for Library Item Review

Title: _____

Author/Producer/URL : _____

My concern is about:

- ☐ Book
☐ Audio item
☐ Video item
☐ Internet link

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

1. What brought this item to your attention?

2. What concerns you about this resource?

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

3. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

5. What action are you requesting that we consider?

6. Additional comments:

Your name (printed): _____ Date: _____

Your signature: _____

Address: _____

Phone: _____ Email: _____

Do you represent yourself? ☐ Or an organization? ☐ Name of Organization _____

How do you wish to be contacted? ☐ mail ☐ phone ☐ email

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