

Jack Russell Memorial Library Challenged Materials Policy

Jack Russell Memorial Library Mission Statement

We are the community gathering place that fosters education, personal growth, and enjoyment. By connecting the community, the JRML is Hartford's doorway to discover.

We value:

- the library as a safe, welcoming, and inclusive place for all members of our community.
- collaboration with the community and fostering collaboration within the community.
- promoting literacy, learning and the library to impact our community.
- leading everyone's learning journey as the community's trusted source for information.
- an engaged, innovative, friendly, and trained staff that is appreciated, supported and vital to creating and advancing library services

In its selection of materials and programs, the Jack Russell Memorial Library endorses the Library Bill of Rights and the Freedom to Read Statement, and in its selection of materials and programs as adopted by the American Library Association. The United States Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not diminished.

To request that material or programs, be considered for exclusion or removal from the library, a patron must do the following:

1. Be a resident of the City of Hartford OR a non-librariated area of Dodge or Washington County. Residents' taxes from these areas pay for the materials held by the Library; therefore, only residents may request that a material be reconsidered.
2. Be a Jack Russell Memorial Library Card Holder.
3. Have either read the materials, or seen/heard the program, in its entirety.
4. Have reviewed the Jack Russell Memorial Library Collection Development Policy, Bulletin Board Policy AND the Library Bill of Rights.
5. Complete the Jack Russell Memorial Library Reconsideration of Library Materials Form. Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.
6. Individual titles will only be reviewed once every five years unless substantial content changes have been made.

If the nature of the concern applies to a perceived lack of materials or programs on a given subject or point of view, a patron must do the following:

1. Be a resident of Dodge or Washington County. Residents' taxes pay for the materials held by the Library, therefore, only residents may request that a material be reconsidered.
2. Have searched the Monarch Catalog to verify that subject or interest area is not represented in our collection, have submitted a request for purchase, community program proposal and/or items for the community bulletin board that were rejected despite alignment with the applicable policies.
3. Have reviewed the Jack Russell Memorial Library Collection Development Policy, Bulletin Board Policy, Programming Policy AND the Library Bill of Rights.
4. Complete the Jack Russell Memorial Library Request for Reconsideration of Library Material form. Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.

Complaints will be considered by the Library Leadership Team. Their recommendations will be sent to the Director who will make the decision regarding the request. The Library Director will notify the patron of the decision.

If the patron is not satisfied with the response, the patron may ask that a review of the request for reconsideration be done by a review committee consisting of two members of the Library Board, two community experts, and one staff person as appointed by the Library Director. The Library Board will make the final decision regarding the request based on this committee's recommendation. The Library Director will inform the patron of the decision. Content under reconsideration will remain accessible in the Library until a determination has been made.

No duly selected materials or programs whose appropriateness is challenged shall be removed from the library except upon recommendation of the review committee, with the concurrence of the Library Director, or upon formal action of the Board when a recommendation of the review committee is appealed to it.