



WATERFORD
PUBLIC LIBRARY

Know and Grow, for the Journey Ahead

Waterford Public Library: Book Challenge Policy

The Board of Trustees of the Waterford Public Library approved the following policy on June 20, 2023.

The Waterford Public Library affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- The library provides materials and information presenting all points of view on current and historical issues. Materials are not excluded because of the origin, background, or views of those contributing to their creation.
- The library respects the rights of individuals to express their opinions about library materials and services.
- Any individual may reject materials for themselves or for their children, but may not restrict the freedom to read for other library patrons.
- The library opposes restricting access to library materials and services for minors and holds that it is the parents – and only parents – who may restrict their children – and only their children – from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children.
- The library protects each patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

The Waterford Public Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The Waterford Public Library welcomes comments from residents of the library's service area about the collection or individual items in the collection. The library will consider patron concerns and suggestions regarding material selection policy or specific titles through established procedures.

In the event that a patron questions a library resource, the following procedures will be followed:

- Library staff will treat complaints with dignity and courtesy.
- To file a formal complaint, the patron will be provided with a "Request for Reconsideration of Library Material" form.
- The completed form will be reviewed by a committee consisting of the library director and members of the library board. The committee will make a decision to retain or remove the material based on its relevance to the library's mission, its

suitability for the intended audience, its relation to other materials in the collection, and its representation of diverse points of view.

- The committee will notify the patron of its decision and rationale within 30 days of receiving the form.
- If the patron is not satisfied with the committee's decision, he or she may appeal to the full library board at its next regular meeting. The board's decision will be final.

The Waterford Public Library upholds the principles of intellectual freedom and opposes all forms of censorship. It is within these contexts that this policy and procedures are approved by the Waterford Public Library Board.

Library Request for Reconsideration of Material

The trustees of the Waterford Public Library have established a materials selection policy and a procedure for gathering input about particular items. Challenges to materials at the library are only considered from patrons who are residents of the Waterford Library's service (i.e. the Waterford-Halfmoon school district)

Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Waterford Public Library
117 Third Street
Waterford, NY 12188

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? ____ Or an organization? ____

Name of Organization _____

1. Resource on which you are commenting:
____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?
