Request for Review of Library Materials
Edmunds Library
Northern Maine Community College

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. Occasional objections to resources will occur, despite the quality of the selection process. In the event that titles are challenged, a complaint may be registered by completing and submitting this form to the library director.

Response and procedure:

All requests to review material will be treated in a confidential manner.

The Assistant Dean and/or designee will reply to the initial request and explain the Library's procedure, the selection criteria, and the qualifications of those persons selecting resources, in addition to explaining the selection rationale for the particular item, its intended use, and any additional information. If the objector wishes the removal or restriction of the resource, a formal "Request for Review of Library Resources" form will be submitted to the Assistant Dean. Use of the challenged resource shall not be restricted during the reevaluation process.

Upon receipt of the completed and signed "Request for Review of Library Resources" form, the Assistant Dean or designee shall refer it to a review committee for reevaluation of the resource. A copy of the completed form shall also be sent to the Academic Dean within one (1) working day of receipt. The review committee shall be appointed by the Assistant Dean within ten (10) working days of the request. This committee shall consist of two (2) appropriate faculty members and one (1) administrator. The goal of the committee is to resolve the conflict over the resource in dispute.

The committee shall determine the extent to which the resource meets the stated criteria for selection by consulting reviews, viewing the resource, consulting users.

The committee shall prepare a written report of its findings to the Assistant Dean within twenty (20) working days from the date of the first meeting. The Assistant Dean shall make a decision based on the written report and shall notify the complainant and the committee.

The E. Perrin Edmunds Library at Northern Maine Community College adheres to the American Library Association’s Bill of Rights, Freedom to Read and Freedom to View statements.
Request for Review of Library Materials

Name __________________________________________

Phone _________________________________________

Address _______________________________________

Email __________________________________________

Do you represent yourself or an organization? Please list organization name.

_________________________________________________________________________________

Please list the item you wish us to consider for review? Title/author

_________________________________________________________________________________

What brought this to your attention?

_________________________________________________________________________________

Have you examined the entire resource?

_________________________________________________________________________________

What concerns you about the resource?

_________________________________________________________________________________

Do you have an alternative resource to suggest to represent viewpoints on this topic.

_________________________________________________________________________________

__________________________________________  ________________________
Signature                                               Date