



Approval Date: 07/26/12
Effective Date: 07/26/12
Last Revised: 07/12/19

ADMINISTRATIVE RULE

Rule Number/Name:	040.004.000 - Library and Media Challenge
Responsible Department:	Instructional Services
Authority:	Director of Library and Learning Commons

Overview

Library materials can be challenged by individuals and groups concerned about the appropriateness of certain content in a public collection.

Addressing these challenges requires a balance of properly executed library policy, understanding of intellectual freedom principles, sensitivity to community needs and concerns, and effective communication with all involved parties.

Applicability

This administrative rule is carried out by the Library staff, the Director of Library and Learning Commons, the VP of Instructional Services and the Library Advisory Committee.

Administrative Rule Statement

All challenges of library or media items will be taken seriously and addressed by the Library and Media Challenge Procedure. The Library and Media Challenge Procedure provides a formal process by which challenged items can be reviewed.

Definitions

1. *Challenged items*: All library and media items for which an individual or group raises a concern.

Interpretation of Administrative Rule

Director of Library and Learning Commons

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 040.014.000 - Collection Development

040.004.000/Library and Media Challenge

Columbia Gorge Community College is an equal opportunity educator and employer.

Further Information

Director of Library and Learning Commons
(541) 506-6080

Strategic Direction

Appendix

1. Reconsideration Form
2. "Strategies and Tips for Dealing with Challenges to Library Materials", American Library Association



OPERATING PROCEDURE

Approval Date: 12/19/12
Effective Date: 12/19/12
Last Revised: 07/12/19

Procedure Number/Name:	040.004.001 – Library and Media Challenge Procedure
Associated Rule Number/Name:	040.004.000 – Library and Media Challenge
Responsible Department:	Instructional Services

Overview

The Library and Media Challenge Procedure provides a formal process by which challenged items (i.e. those items for which individuals raise concerns) can be reviewed.

Areas of Responsibility

This procedure is carried out by the library staff, the director of Library and Learning Commons, the VP of Instructional Services.

Operating Procedure Details

Follow this procedure when a patron expresses concern about library material.

1. Refer the patron to the director of library services. Do not send the patron from one person to another; explain that someone who is directly responsible for selection will talk with the patron.
2. The director will listen to the patron and describe the library's responsibility to provide diversity in the collection and offer the collection development policy to the patron to read.
3. If the patron wants to submit a formal complaint, provide a reconsideration form and request that it be filled out in detail. Explain that because this is a serious matter it will require special attention and work on the part of the staff and others so the concern must be clear and detailed.
4. Provide the patron with a copy of this procedure "Library and Media Challenge Procedure" covering Items 1-8.
5. Every written concern will receive a written response explaining the action that has been taken.
6. The Director of Library and Learning Commons will read or view the book or other material and read reviews of the item.

OPERATING PROCEDURE

7. The VP of Instructional Services will be notified within 48 hours of the complaint. The VPI will review the materials, the Director's comments.
8. After examining the written concern, the book or material, and the reviews; a response will be written by the Director of Library and Learning Commons and forwarded to the VPI for review. After the VPI reviews and approves the written response it will be mailed to the patron within 30 days. If the patron wishes, a meeting will be scheduled to discuss the material with the Director of Library and Learning Commons
9. Maintain the concern in local channels for solution if at all possible.
10. If the patron desires further action, VPI, President, and the Library Advisory Committee will be informed in writing within 48 hours.
 - a. The college administration in consultation with the Director of Library Services and the Library Advisory Committee will develop a strategy for dealing with the matter. The Board of Education will be notified by the President. Outside consultants and professional associations with experience in handling such situations will be contacted for assistance and support.
 - b. The staff and faculty should be informed of the issue. Their clear understanding and support is a primary requirement. The details and depth of information provided will depend upon the severity of the complaint.
11. If the matter becomes a public issue all information regarding it will be disseminated through the President's Office. The college should have one voice to the public regarding the matter. Because it is the public's rights that are being threatened, the sooner the college's views on the matter are brought to the public's attention the better.
12. Intellectual freedom, freedom of speech and freedom of press go hand in hand. Support will be sought from all local news media if the incident becomes a public issue. Consideration will be given to having a public hearing to present all viewpoints in the controversy.
13. The college will enlist the support of local organizations known to foster intellectual freedom, such as the PTA, AAUW, the League of Women Voters, teachers' organizations.
14. Written records will be kept of all that happens: phone calls, meeting notes, etc. A good record is essential when speaking in public and providing information to the news media.

OPERATING PROCEDURE

15. If appropriate, the college administration will seek legal advice.

Further Information

Director of Library and Learning Commons
(541) 506-6080
Library@cgcc.edu

References

1. CGCC Administrative Rule 040.004.000 – Library and Media Challenge
2. CGCC Administrative Rule 040.014.000 - Collection Development

Forms

1. Reconsideration Form

**Request for Reconsideration of Library Materials
Columbia Gorge Community College Library**

Title _____		
Author/Producer _____		
Publisher/ Date _____		
Complainant represents Himself/Herself only: Yes _____ No _____		
Name of group _____		
Phone _____		
Request initiated by _____		
Phone _____		
Address _____		
City _____ State _____ Zip _____		

(Use other side if needed.)

1. To what in this material do you object? (please be specific)

2. What brought this title to your attention?

3. What do you feel might be the result of reading or viewing this material?

4. Is there anything good about this material?

5. Are you aware of the judgment of this material by literary critics?

6. Have you read, viewed or listened to the entire item?

7. What do you believe is the theme of this material?

8. What would you like the librarian to do about this material?

9. What other materials do you recommend to serve substantially the same purpose on this topic in its place?

Signature of Complainant

Date

After this request has been reviewed and considered by the Director of Library and Learning Commons and appropriate College employees you will be notified and given an opportunity to discuss your request.