

## **PRESCOTT VALLEY PUBLIC LIBRARY**

### **LIBRARY RESOURCES REVIEW POLICY AND PROCEDURE**

1. The selection of paper, electronic resources and programs to be included in the Library resources collection is delegated to the Librarian. That selection may be further delegated by the Librarian to such professional staff as the Librarian may deem appropriate. The selection of resources shall be within the discretion of these individuals, informed by the Library Bill of Rights, the Freedom to Read Policy, the Freedom to View Policy and the collection Development Policy (attached).
2. Patrons may provide input on the selection process by stating their preferences against resources in the collection by submitting a "Resource Request" form. Any such Request shall be considered confidential beyond the staff members assigned by the Librarian to consider it.
3. The Librarian shall review the Request form with such professional staff to whom selection of resources has been delegated as the Library may determine to be appropriate. The decision from that review shall be communicated in writing to the patron within thirty (30) days.
4. In the event a patron is dissatisfied with the determination of the Librarian, the patron may request in writing that the matter be reviewed by the Library Board. Any such request must be in writing, received by the Board Secretary within fourteen (14) days after the patron received the Librarian's determination. Such request must set forth in detail the basis of disagreement with the Librarian's determination. Such request to the Board cannot be considered confidential.
5. The Library Board shall conduct a hearing on the request at a special or regular public meeting, no later than sixty (60) days from the date it is received. The Review Committee will consist of three members of the Prescott Valley Public Library Board of Trustees. The committee will be chaired by the Board President. The hearing date will be posted in compliance with the Open Meeting Law. A final determination by vote of the Board may be taken at the end of the hearing or at such time as the hearing may be continued. The Board determination shall be at the discretion of the Board, informed by the policies attached hereto. Availability of resources shall not be affected until a final vote of the Board is taken.

\*Library Resources – Resources includes materials in all formats and Library programs.

**Adopted:** December 6, 2011