

**TOWN OF SYLVAN LAKE LIBRARY BOARD  
POLICY AND PROCEDURES**

**S-006A CHALLENGED MATERIALS**

a) Intent:

The Town of Sylvan Lake Library Board subscribes to the Canadian Library Association's Statement on Intellectual Freedom. In keeping with the principles of intellectual freedom and the freedom to read, the Library Board does not believe its role, or that of its staff, is to censor materials or act in any way as the supervisor of public morals.

b) Regulation:

The library will, as far as possible, provide materials representing all sides of controversial issues, including representation of unpopular or unorthodox positions, without censorship or bias, providing the materials give evidence of a sincere desire and effort to be factual.

Unless an item is officially prohibited from entering the province, it cannot be legally withdrawn from library shelves.

c) Procedure:

If an individual strongly objects to an item, he/she will have the right to complete a "Request for Reconsideration of Library Material" form, and submit this form to the librarian. Provided the form has been signed by the individual expressing concern, the Board will review the challenge at its next regular board meeting. Each complaint will be dealt with objectively by the Board according to the following procedure:

- i. Discussion of complaint with patron by librarian.
- ii. Review SLML Materials Selection policy S-006
- iii. Provision of "Request for Reconsideration of Library Material" (Schedule A) form to complainant.
- iv. Informing Board chairperson.
- v. Forming material review committee (2 members of the Board and the librarian).
- vi. Committee review of material, which shall include:
  - ~ reading and/or viewing the challenged item.
  - ~ seeking out and reading reviews and other evaluations of the challenged item.
  - ~ determining if challenged item meets Materials Selection policy criteria.
  - ~ providing written report of committee recommendation to the Board.
- vii. Communicating Board decision to complainant.

Adopted Date: October 23, 1996;  
Approval Date: June 21, 2005

Board Chair: James Meeker

**TOWN OF SYLVAN LAKE LIBRARY BOARD  
POLICY AND PROCEDURES**

**S-006 SCHEDULE A  
CHALLENGED MATERIALS**

Date issued: \_\_\_\_\_

Date returned: \_\_\_\_\_

Sylvan Lake Municipal Library

**Request for Reconsideration of Library Materials**

This form is to be completed outside the Library premises and returned within seven days from the date issued.

Author/Creator of the item

\_\_\_\_\_

Title of the item

\_\_\_\_\_

\_\_\_\_\_

Request initiated by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant represents:

Self \_\_\_\_\_ OR name of group/organization \_\_\_\_\_

1. To what in the item do you object? (Please be specific, cite pages)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of reading/viewing/listening to this item?

\_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this item?

\_\_\_\_\_

4. Is there anything good about this item?

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5. Did you read/listen to/view the entire item? \_\_\_\_\_

What parts? \_\_\_\_\_

6. Are you aware of the judgment of this item by literary critics/reviewers?

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

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8. What would you like your Library to do about this item?

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9. In its place, what item of equal quality would you recommend that would convey as valuable picture and perspective of our civilization?

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10. Have you read the Sylvan Lake Municipal Library Materials Selection Policy?

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Complainant's Signature

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Librarian's Signature \_\_\_\_\_