

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3190 RECONSIDERATION OF CHALLENGED MATERIALS

Despite the care taken by the library professional to select valuable materials, occasionally objections to a selection will occur. The library staff respects the right of Northland Community and Technical College employees and students to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item. The Library subscribes to the Library Bill of Rights.

CHALLENGED MATERIALS

Even though the hope is for informal resolution, the college has adopted a formal procedure to systematically resolve objections to a material selection:

1. The individual wishing to make a complaint regarding library material will be referred to the College librarian. The librarian will provide the individual with a copy of Policy 3180: LIBRARY COLLECTION DEVELOPMENT POLICY and try to resolve the issue in a courteous and professional manner. The librarian will explain why, pursuant to Policy 3180, the item of concern is included in the library collection. The librarian will not make a commitment to remove the item from the collection.
2. In the event that the person making an objection to the material is not satisfied with the initial explanation from the librarian, he or she will be referred to the campus Academic Dean. The dean will also try to resolve the complaint; but if it cannot be resolved, then the complainant can file the objection in writing by obtaining a "Request Form for Reevaluation of Library Materials" from the librarian. The librarian will sign the completed form, acknowledging the formal challenge to library material.
3. Within 10 days of filing, the Campus Academic Dean will inform the Senior Academic Officer (SAO) and the Academic Affairs and Standards Council of the formal complaint. The issue will be placed on the agenda of the next available Academic Affairs and Standards Council meeting.

Committee Process

With the librarian present at the meeting:

- Committee members will review copies of the written complaint
 - Read or view the challenged material
 - Review general acceptance of the material by reading professional reviews of the material, if available
 - Weigh values and faults against each other and make a recommendation based on the educational value of the material as a whole
 - File a copy of the committee's recommendation to the Campus Academic Dean and Senior Academic Officer.
4. The Senior Academic Officer will present the formal complaint and the recommendation to the College President. The final decision to retain or remove the material rests with the College President, in consultation with the College librarian.

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions: 05/09/06 AASC Reviewed

05/18/06 Executive Council Approval
01/27/09 Reviewed
03/26/10 Reviewed
05/02/11 Revised by librarian
05/19/11 Cabinet Approved
03/19/12 Reviewed by librarian
04/15/13 Reviewed by librarian
04/07/14 Reviewed by librarian
02/20/15 Reviewed by librarian
02/23/16 Reviewed by librarian
04/03/17 Reviewed by librarian
04/04/18 Reviewed
04/10/19 Reviewed
02/27/20 Reviewed
03/15/21 Reviewed
03/15/22 Reviewed by librarian
02/16/24 Separated into policy and procedure
05/07/2025 Reviewed by AASC