

**EAST FISHKILL PUBLIC LIBRARY DISTRICT
REQUEST TO REMOVE MATERIAL POLICY AND PROCEDURES**

Policy Statement

It is the policy of the East Fishkill Public Library District to fairly and objectively evaluate material in the collection if requested, in writing, by a card-holder of the East Fishkill Community Library to determine if the title in question should be removed.

In addition to this policy and procedures the Library will refer to the Collection Development Policy to determine if the material under review meets policy standards for acquisition.

Procedure

- Patron is to complete and submit Reconsideration Request form to the Library Director.
- Material under review will not be removed from circulation while review is pending.
- The Library Director reviews the complaint and makes a determination if the material is to be permanently removed or kept in circulation.
- The patron may appeal the decision in which case the Director will bring it to an ad hoc committee of the Library Board comprised of two trustees and the director.
- The Committee will review the complaint and present their findings at the next Board meeting.
- The patron is notified in writing of the decision of the Library Board.