

# Minneapolis Community & Technical College Library Collection Development Policy

## Appendix D: Reevaluation of Resources

### Procedures

1. Each objector will be treated courteously and confidentially and asked to address an informal objection to the Coordinator or Librarian responsible for the specific collection area.
2. The Coordinator or Librarian will explain to the objector the Library's procedure, the selection criteria, and the qualifications of those persons selecting resources, in addition to explaining the selection rationale for the objectionable title, its intended use, and any additional information deemed necessary at this initial stage.
3. The Coordinator or Librarian will ask the objector to read the American Library Association's "[Intellectual Freedom Principles for Academic Libraries](#)" and the "[Library Bill of Rights](#)", "[Freedom to Read](#)" and "[Freedom to View](#)" statements.
4. If the objector wishes the removal or restriction of the resource, he/she will be directed to submit a formal "Request for Reevaluation of Resources" form to the Coordinator. [see next page]
5. The objector will complete one "Request for Reevaluation of Resources" form for each title to which he/she objects.
6. Use of the challenged resource will not be restricted during the reevaluation process.
7. Upon receipt of the completed and signed "Request for Reevaluation of Resources" form, the Coordinator will refer it to a review committee for reevaluation of the resource. A copy of the completed form will also be sent to the appropriate Dean within one (1) working day of receipt. The Coordinator will appoint the review committee within ten (10) working days of the request. This committee will consist of one (1) selection librarian, one (1) administrator, and if appropriate, one (1) subject faculty member. The goal of the committee is to resolve the conflict over the resource in dispute.
8. The committee will determine the extent to which the resource meets the stated criteria for selection by consulting the selector if available, reviews, viewing the resource, consulting users, and obtaining testimony from appropriate persons.
9. The committee will prepare a written report of its findings to the Coordinator within twenty (20) working days from the date of the first meeting. The Coordinator will make a decision based on the written report and will notify the complainant and the appropriate Dean.

**Form on next page**

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## Request for Reevaluation of a Resource

Name

Date:

Address

Telephone:

Email:

Please respond to the following questions. If sufficient space is not provided, please use additional paper.

1. Have you seen, read, or listened to this resource in its entirety? Yes \_\_\_\_ No \_\_\_\_

2. To what do you object? Please cite specific passages, pages, etc.

3. What are your reasons for objecting?

4. Additional Comments:

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Signature

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Date