



### 12.1.1 Requests to Reconsider Materials

#### Intellectual Freedom

Punxsutawney Memorial Library fully endorses the principles documented in the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and The Freedom to View Statement. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others, within the framework of our Behavior Policy.

The Library does not stand *in loco parentis*. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing, and Internet browsing choices of their minor children. All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item.

The Library neither encourages nor discourages any viewpoint. Selection of materials does not mean endorsement of the contents, or the views expressed in those materials.

The Library collection will be organized, marked, and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter.

Patrons with concerns about the inclusion, categorization, or exclusion of an item from the collection are encouraged to discuss their concerns with library staff. Requests to remove or reassign materials from the Punxsutawney Memorial Library shall be considered within the context of the principles affirmed in this policy. The staff will acknowledge the patron's concerns and communicate the options available for reconsideration. A formal process may be initiated in writing using the Requests for Reconsideration of Library Materials form, available at the Library. **Only Punxsutawney Memorial Library cardholders can request reconsideration of our Library's material.**

Formal requests plus the questioned material will be given to the Director. The Director will then bring any requests to the Board and a discussion of the material will take place. The patron will be informed in writing of the decision of the Board of Trustees regarding the material.

*Approved by the Board of Trustees 1/25/2022 and implemented immediately.*