

Information for Patrons of the Clear Lake Public Library Regarding Reconsideration of Library Resource

The Clear Lake Public Library is interested in the concerns of the community about the Library's collection and program offerings. The Library's policy is to provide and maintain a balanced collection and to offer programs representing the many points of view and diverse values of our community.

We accept that not everyone will agree with every point of view expressed in our collection or program offering. We seek balance in matters of controversy and opinion and accuracy in matters of fact and information. Resources are selected according to a policy approved by the Library Board of Trustees. Composition of the Board includes: member of the Village of Clear Lake Board, staff member of the Clear Lake School District, a patron residing outside the Village, and 2 residents of the Village of Clear Lake.

With the volume of materials added to the collection, it is impossible for staff to review every item before it is added. It is possible that an item may be added to the collection which is less suitable based on the Resource Development Policy. When staff is able to identify such an item, the material is reviewed and may be withdrawn. It is not possible to preview every program offering. After a program has been offered, the program will be assessed for appropriateness.

Parents and legal guardians always have the right and the responsibility to educate their minor children about the books and other materials that may be best for them. Selection of library resources will not be inhibited by the possibility that materials may come into the possession of children.

The Library has a procedure for members of the community to express concern about the suitability of a Library resource and for the Library to respond appropriately to these concerns.

1. Complete a Request for Reconsideration of Library Resource Form. Should you wish to have a resource reconsidered, contact a Library staff member to receive the necessary paperwork. Please return the completed Form to the Library Director in the provided envelope.
2. The Library Director will follow the Director Checklist for Review of the Request for Reconsideration of Library Resource.
3. If the Director cannot resolve the concern, it will be brought before the Clear Lake Public Library Board of Trustees at the next regular Board meeting. The Director may request that the Library Board President appoint an ad hoc committee comprised of three (3) Library Board of Trustees; none of whom submitted the reconsideration, is related to the patron asking for the reconsideration, or is affiliated with the organization asking for the reconsideration; to review the request with the Director and to present the findings to the full Library Board of Trustees.

4. One copy of the final report from the Library Board of Trustees will be given to the concerned party, one copy to the Library Director, and one copy will remain in the Library Board of Trustees' official records. The decision of the Library Board of Trustees will be final.
5. Requests to reconsider materials, which have previously undergone the reconsideration process, will not be re-evaluated unless more than 60 months (five years) have passed since completion of the last review.

Please be advised that the reconsideration process may take several days if not weeks. You are welcome to contact the Library Director at any time during the process.

Approved by the Clear Lake Public Library Board of Trustees on June 6, 2023