

## REQUESTS FOR INFORMATION REGARDING MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY: PROCEDURES

The Materials Selection and Collection Development Policy is available for perusal by any interested library user, and copies may be made free of charge upon request. Its purpose is to provide guidelines to library personnel concerning purchase, disposition, and withdrawal of library materials, and to inform users about them.

The Library Director should be informed, in writing, by the staff member involved when questions arise regarding implementation of these guidelines. In addition, patrons who wish to register a concern about materials available at the Library are asked to fill out a form, available at all public service desks, Request for Review of Materials. This form must be completely filled out and signed for the complaint process to be undertaken. Following that step, the complaint will be followed up by the Director, and the Board if necessary. A written response to the complaint will be sent to the patron.

### Citations

Adopted 11/9/94

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