Welder Library Challenge of Materials Policy.

The collections of the Welder Library have been developed to provide students, faculty, staff and local patrons with the information and materials critical to effective scholarship and inquiry. Challenges to the appropriateness of items in the Welder Library may be presented by any Library user, including members of the community without a formal relationship to the University of Mary. In the event the appropriateness of an item in the collection is challenged, the following procedure will be followed.

1. A member of the Library staff will meet the patron in a private area of the library. Written notes will be taken on the item being challenged and on the patron’s concerns.

2. The patron will be provided with an explanation as to how the item in question adheres to the Library collection development policy.

3. If the patron still wishes to appeal the item, the patron will be asked to discuss the issue with the Director of Library Services. If the patron remains dissatisfied, the patron will be invited to complete a Request for Reconsideration Form available in the appendix to this policy, at the Circulation Desk, and on the Welder Library webpage. The patron will be required to identify himself/herself on the form. Failure to do so will render the appeal invalid.

4. The patron will not be allowed to remove the challenged material. The challenged item will not be withdrawn from collection, or restricted. Withdrawal of a challenged item may not occur until the challenged review process is completed and decision to withdraw is rendered.

5. Upon receipt of a written request for reconsideration, the Director of Library Services, in consultation with staff librarians, will call an ad hoc review committee to be formed. This committee will be composed of the Director of Library Services, who will serve as the committee Chair, and at least one faculty member and the Dean from an academic program related to the subject of the material. If the challenged material is highly interdisciplinary in nature, additional faculty representatives may be sought at the discretion of the Chair. The ad hoc review committee will review the challenged material for relevancy based on the Collection Development Policy and make a determination for the status of the item promptly.

6. The Chair will compose a written response to the request for reconsideration, explaining the committee’s rationale for the decision to retain or withdraw the item. This must be completed within 30 days of the date of the challenge. Copies of the decision correspondence will be forwarded to the Vice President for Academic Affairs. The patron has the right to appeal the reconsideration decision to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final and binding.

7. The Director of Library Services will keep records of all requests for reconsideration. In cases where the decision is to retain the challenged item, a note will be added to the item
record in the Library’s automated system indicating the date of review. The Chair will work with cataloging staff to withdraw items or add notes as appropriate.

8. Specific items that have been challenged may not be challenged again within a three year period. Any publication or media may be challenged, including the complete series of a periodical publication. Challenge of specific articles or issues of a periodical does not extend to the entire periodical publication, however. Patrons may challenge other articles or issues of a particular periodical that had been challenged previously without application of the three year challenge rule.