

ADMINISTRATIVE PROCEDURE MANUAL		
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## Purpose

The purpose of this procedure is to outline the steps and guidelines for reconsideration of library items, ensuring a fair and thorough review process that upholds the principles of intellectual and academic freedom and provides for a well-rounded collection of materials that support the academic pursuits of the Florida State College at Jacksonville (FSCJ) community.

## Procedure

- A. Any active FSCJ library patron who wishes to challenge a book or other library material must complete a Request for Reconsideration Form.
  1. The Request for Reconsideration Form can be obtained by contacting a library staff member.
  2. The Request must contain the following:
    - a. The complainant's contact information;
    - b. The title and author of the challenged item;
    - c. Reason for the request, including specific passages within the material; and
    - d. Citation of an objective review source supporting this complaint.
  
- B. The Director of Library Services, or designee, will review the request and acknowledge receipt within ten (10) business days.
  1. The Director of Library Services will assemble a Reconsideration Committee ("Committee") each year consisting of one (1) faculty librarian who will serve as chair, one (1) instructional faculty member and one (1) student to evaluate the request.
  2. The Committee will review the book in question, considering its scholarly merit, relevance to the collection, and adherence to the library's [collection development and management plan](#).
  3. The Committee may seek input from subject specialists, relevant faculty and external experts, if necessary.
  4. The Committee will ensure that all parties involved are treated with respect and confidentiality throughout the process.
  5. The Committee will reach a decision based on the merits of the request, considering the library's collection development plan and the principles of intellectual and academic freedom as defined by the [American Library Association](#).
    - a. The Committee will forward its decision to the Dean of Library and Tutoring Services for review.

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- b. The Dean of Library and Tutoring Services will communicate the committee's decision to the complainant in writing, explaining the rationale behind the decision.

C. Item Removal or Retention

- 1. Pending the review process, the item in question will remain accessible to library users.
- 2. If the Committee determines that the library material(s) in question should be removed from the collection, the library will follow established procedures for deaccessioning materials.

- D. The library will maintain records of all reconsideration requests, including the Request for Reconsideration forms, committee decisions and any subsequent correspondence according to the State of Florida's Records Retention Schedules.

REFERENCES: F.S. 1001.64, 1001.65, American Library Association (ALA)

Adopted Date: October 18, 2023