

## **Board Packet**

5.6.24 Board Meeting

**Community Library Network**  
**SPECIAL Board of Trustees Meeting**  
**MONDAY, May 6, 2024**  
**HAYDEN LIBRARY**

**2:00-5:30PM**

**We Empower Discovery**

**Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Discussion on Covid Policy & Director's authorization for unilateral covid action: Action item (20 minutes)
5. Discuss ICRMP decision: Action item (15 minutes)
6. Discussion on Periodic Acquisition Reports and cost of customized program/s: Action Item (15 minutes)
7. Discussion on Agenda setup: Action item (10 minutes)
8. Discussion on Public Comment Policy: Action item (5 minutes)
9. Discussion on Materials Selection and Acquisition Policy: Action item (1 hour 15 minutes)
10. Discussion on Materials Withdrawal and Reconsideration Policy: Action item (1 hour)
11. Adjournment: Action Item

**Calendar of events: May 16, 2024, 2:00-5:30PM, Rathdrum Library**

Please let us know if you need auxiliary aids or services to enjoy our libraries. This includes providing a sign language interpreter, assistive listening devices, or print materials in a digital format. We can also modify programs, services, or activities, within reasonable limits. Please request these services through Randy Zepeda, ADA Coordinator, preferably 15 days in advance, but no later than 72 hours before the event. Phone: 208-773-1506 ext. 329. Email: ADAcoordinator@communitylibrary.net The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.



## **COVID-19 Policy**

Board Approved: 10 14 21

The Community Library Network will follow all applicable Federal, State, Local and Panhandle Health District laws and regulations regarding COVID-19 in order to protect staff and library members.

The following safety precautions are strongly recommended while on duty:

- Wear face masks or face shields when:
  - Working with the public
  - Unable to maintain social distancing of at least 6 feet
- Maintain social distancing of at least 6 ft. between you, members and/or other staff when possible
- Wash your hands frequently for at least 20 seconds
- Regularly disinfect shared workstations and frequently touched areas
- Stay home if you are sick
- Notify your manager or coordinator prior to coming to work if you believe you have been exposed to or are experiencing symptoms of COVID-19

In the event a staff member has been exposed to or exhibits symptoms of COVID-19, the Administrative Team must be notified immediately. Paid Administrative Leave may be available under the following circumstances:

- Staff have been exposed to someone that has tested positive and have been advised by medical/health professionals to be tested
- Staff have exhibited symptoms of COVID-19 and have been advised to be tested by a medical/health professional

The Administrative Team will make the determination whether to grant paid leave following Panhandle Health District isolation and quarantine guidelines. Staff that fail to follow the guidelines above and/or refuse to be tested upon the recommendation of medical/health professionals will:

- Not receive Paid Administrative Leave.
- Be asked to stay home up to 14 days following exposure
- Be asked to stay home up to 72 hours after symptoms subside

# Community Library Network<sup>c</sup>

KOOTENAI & SHOSHONE COUNTIES

## COVID-19 POLICY

Board Approved: 09 17 20

The Community Library Network will follow all Federal, State, Local and Panhandle Health District mandates and recommendations regarding COVID-19 to protect staff and library members.

The following safety precautions will be followed while on duty.

Staff will:

- Wear face masks or face shields when:
  - Working with the public
  - Unable to maintain social distancing of at least 6 feet
  - Visible to the public even if a sneeze shield or window is present
- Maintain social distancing of at least 6 ft. between you, members and/or other staff when possible
- Wear gloves when working with the public or handling items that have not been properly quarantined.
- Wash your hands frequently for at least 20 seconds
- Regularly disinfect shared workstations and frequently touched areas
- Follow protocols for safe handling of materials as outlined by managers
- Stay home if you are sick
- Notify your manager or coordinator prior to coming to work if you believe you have been exposed to or are experiencing symptoms of COVID-19

Failure to abide by these precautions after one warning may result in disciplinary action.

In the event a staff member has been exposed to or exhibits symptoms of COVID-19, the Administrative Team must be notified immediately. Paid Administrative Leave may be available under the following circumstances:

- Staff have been exposed to someone that has tested positive and have been advised by health officials to be tested
- Staff have exhibited symptoms of COVID-19 and have been advised to be tested by a medical professional
- COVID-19 tests results are required to be submitted to Admin before returning to work

The Administrative Team will make the determination whether to grant paid leave. Staff that fail to follow the guidelines above and/or refuse to be tested upon the recommendation of medical/health professionals will:

- Not receive Paid Administrative Leave.
- Be asked to stay home up to 14 days following exposure
- Be asked to stay home up to 72 hours after symptoms subside

# Community Library Network

WE EMPOWER DISCOVERY



**TO:** Chair Ottosen and the Library Board of Trustees  
**FROM:** Alexa Eccles, Director  
**DATE:** 05/06/2024  
**RE:** CLN Acquisition Reports

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Library-related terms to understand, first.

**Bibliographic Record(s).** Entry in the index that describes a specific resource. Bibliographic records describe items (books, serials, DVDs, e-resources, maps, software, etc.) owned by the libraries. They generally provide information about authors, titles, publication dates, subject headings, and call numbers.

**Item Record(s).** Entry in the index that describes an individual resource, with additional specifics of location and barcode.

CIN is responsible and controls the standard in the database, through committee recommendation and member vote, Bibliographic Records in Koha. CLN can control all CLN Item records.

KOHA/Koha is CINs Integrated Library System (ILS). This is a non-proprietary solution, or an open-source software used by libraries of all kinds, internationally.

Bywater Solutions provides network administration and support for KOHA to CIN.

“Enhancement” is custom programming that is for a cost and paid to Bywater Solutions.

CIN’s contract with Bywater Solutions allows no additional charges for network support, which includes batch uploads. Batch uploads is a means of modifying or manipulating large quantities of data, importing, changing records or files. Bywater Solutions also provide no charge assistance in

creating customized reports. Items in this category are typically processed in the order they are received, and as the vendor's staff time allows.

Display in public view of catalog or OPAC (Online Public Access Catalog).

Audience or intended Audience is not identified in library standards of cataloging. The standard in the US and Canada, which CIN and CLN follow is called Resource Description and Access or (RDA). RDA provides a strict set of data entry practices or guidelines for inputting descriptions.

CLN is like almost all public libraries in the country and identifies for the public the "audience" of the book by identifying and grouping age-appropriate items by a "shelving location". For example, CLNs added a "teen collection" for individuals ages 13-15 years old.

The staff's best guess without board clarification would be to define the audience given to us as follows:

- PRESCHOOL Picture books are on the shelf as "Easy". Picture books include "Preschool" but also early elementary, grades Kindergarten through third grade.
- PRIMARY Learning to read materials with tiered vocabulary curriculum are referred to as "Readers" as well as non-fiction materials for preschool through grade six could be identified as "primary".
- PREADOLESCENT Chapter books and fiction materials written in a series are called "Juvenile" or "Juv". Preadolescent could be identified as grades four through six.
- ADOLESCENT Teen and Young Adult fiction serve ages 13-15 and 16-17, respectively, and are inclusive of fiction, series, and non-fiction materials.
- ADULT all other materials

## Questions for the Board?

### Report Sample

- How does the board want "audiences" defined? Is what staff prepared acceptable or does the board want to create a different definition?
- Does the board find it acceptable in this report to list shelving location with the key or does the report need to list an "audience"?

The current report took staff about 20 minutes to complete. Staff can create a macro in excel to changes a shelving location to an audience if that display is preferred.

- Does the board want library staff to enter an audience in KOHA for each material purchased moving forward? Would the board want library staff to enter an audience for materials purchased retroactively. The board will want staff to enter an audience into KOHA if they want specialized reports, or for an audience to be displayed in the OPAC.
- If the board desires an audience "field" in Koha, CLN can modify and add information to item records, but it is unlikely that the CIN board would authorize a major shift in bibliographic records. Bibliographic records should meet the RDA standard and it affects all libraries within the consortium.
- Director Eccles/CLN is on the next CIN meeting agenda, May 15, 2024, to discuss with the board.
- Koha currently provides a field labelled audience at the bibliographic level, asking Koha to provide a field labelled audience at the item level would be considered an enhancement.
- Director Eccles/CLN has a request for a cost estimate to create a field labelled audience on item records.

<b><u>location</u></b>	<b><u>audience</u></b>
ADFANTASY	adult
ADFIC	adult
ADGRAPHIC	adult
ADNF	adult
ADPBK	adult
ADSCIFI	adult
BIO	adult
BKCD	adult
CART	*temporary location for recently returned items - shelving location updated after 24 hours
CDBASE	adult
DESK-PUB	adult
DVD	adult
DVDBASE	adult
DVDSERIES	adult
EASYBOARD	preschool
EASYFIC	preschool
EASYNF	primary
EASYPBK	preschool
EASYREAD	primary
FANTASYPBK	adult
HOLIDAY	preschool, primary, preadolescent, adult
INSPIRAT	adult
JUVBIO	preadolescent
JUVBKCD	preadolescent
JUVBKCDBASE	preadolescent
JUVDVD	preadolescent
JUVDVDBASE	preadolescent
JUVFIC	preadolescent
JUVGRAPHIC	preadolescent
JUVLP	preadolescent
JUVMAG	preadolescent
JVMUCD	preadolescent
JUVNF	preadolescent
JUVSERIES	preadolescent
JUVSERIESLP	preadolescent
KCGEN	adult
KIT	adult, primary, preadolescent
LP	adult
LPBIO	adult
LPNF	adult
MAGAZINE	adult, primary, preadolescent
MUCD	adult
NORTHWEST	adult



<u>location</u>	<u>title</u>	<u>author</u>	<u>dateaccessioned</u>
ADFANTASY	A fate inked in blood /	Jensen, Danielle L.,	3/11/2024
ADFANTASY	Eldest /	Paolini, Christopher,	3/11/2024
ADFANTASY	Eldest /	Paolini, Christopher,	3/11/2024
ADFANTASY	Empire of the damned /	Kristoff, Jay,	3/18/2024
ADFANTASY	Heartless /	Fox, Jocelyn A.,	4/24/2024
ADFANTASY	Pinquickle's folly /	Salvatore, R. A.,	4/29/2024
ADFANTASY	Spinning silver /	Novik, Naomi,	4/30/2024
ADFANTASY	The assassin's blade :	Maas, Sarah J.,	3/11/2024
ADFANTASY	The assassin's blade :	Maas, Sarah J.,	3/11/2024
ADFANTASY	The book that broke the world /	Lawrence, Mark,	4/22/2024
ADFANTASY	The dead letter delivery /	Archer, C. J.,	3/8/2024
ADFANTASY	The dead letter delivery /	Archer, C. J.,	3/8/2024
ADFANTASY	The emperor and the endless palace /	Huang, Justinian,	4/9/2024
ADFANTASY	The familiar /	Bardugo, Leigh,	4/15/2024
ADFANTASY	The familiar /	Bardugo, Leigh,	4/15/2024
ADFANTASY	The familiar /	Bardugo, Leigh,	4/22/2024
ADFANTASY	The hemlock queen /	Whitten, Hannah,	4/22/2024
ADFANTASY	Three kinds of lucky /	Harrison, Kim,	3/19/2024
ADFANTASY	To gaze upon wicked gods /	Chang, Molly X.,	4/29/2024
ADFIC	2054 /	Ackerman, Elliot,	3/18/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	24TH HOUR.	PATTERSON, JAMES.	4/9/2024
ADFIC	A book in time /	Stibbe, Mark W. G.,	3/5/2024
ADFIC	A Connecticut Yankee in King Arthur's court /	Twain, Mark,	3/25/2024
ADFIC	A controversial cover /	Barrett, Lorna,	4/29/2024
ADFIC	A controversial cover /	Barrett, Lorna,	4/29/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A death in Cornwall.	Silva, Daniel.	4/15/2024
ADFIC	A faithful following /	Cann, Camellia,	3/6/2024
ADFIC	A game of lies /	Mackintosh, Clare,	4/9/2024
ADFIC	A grave robbery /	Raybourn, Deanna,	3/25/2024
ADFIC	A grave robbery /	Raybourn, Deanna,	3/25/2024

## Public Comment Policy, updates:

Robinson liked one paragraph, and Hanley thought 2 other paragraphs would work. Blank suggested that we 'dump' all the paragraphs that hadn't been singled out already; Ottosen and Hanley agreed. see 3/21/24 at 3:15:30. I apologize to you and the minute taker for plowing ahead.

(5/1/2024, Chair Ottosen's notes)

Discussion of Public Comment Policy, public etiquette, and signs: Action item (15 minutes)

Robinson went over her changes in red and wants Public Comment to stay on the agenda. Hanley suggested changing the section regarding the board responding to public comments from "will" to "may" and addressed orally or in writing. He also suggested adding the word "Conduct" to the title. Boyles suggested the board addresses public comments the following month if they choose, not a back and forth during the public comment. Board consensus to change the second sentence "will" to "may."

(3/21/2024, approved meeting minutes)



## **PUBLIC COMMENT POLICY**

Board Draft: xx/xx/xx

The Community Library Network Board of Trustees operates under the Idaho Code Open Meeting Law. The Board will be pleased to take comments under advisement, although they will not be responding at the meeting. Public comment will be addressed at the next regularly scheduled Board meeting. Comments may be submitted by writing or oral presentation or both. The Board is committed to conducting its meetings in a civil, orderly, efficient, and productive manner.

ADD

Members of the public may display signs; however, the signs must not interfere with Board business or audience members' involvement and/or observation of the meeting.

OR

Signs, placards, banners or other similar items shall not be permitted in the audience during a public meeting if Chair determines that the presence of such items disturbs, disrupts or otherwise impedes the orderly conduct of the meeting or the ability of members of the public to view presentations.

OR

No voice or noise amplification devices, flags, signs, or banners shall be permitted in library Board meetings.

OR

No person attending a public meeting shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, feet stamping, booing or making any loud, threatening, profane, abusive, personal, impertinent or slanderous uttering or comments. No person is allowed to disturb, disrupt, or otherwise impede the orderly conduct of the meeting.

OR

Members of the audience and speakers shall not wear or display signs, placards, banners, hats, costumes or similar items at any time during the library's Board meeting if it obstructs the view of the Board or audience members, or which creates sufficient disruption to impede the orderly conduct of the meeting or to intimidate other attendees of the meetings.

OR

Out of respect for the proceedings and in consideration of others, all cell phones, tablets, or other noise-emitting devices should be turned off or silenced prior to entering the Board meeting. Aisles and doorways must remain clear and room capacity limits will be enforced to ensure compliance with fire code and safety regulations. Placards, banners, signs, flags, or other large objects are not permitted in the Board meeting.

OR

The use of posters, banners or other items may be generally acceptable. However, if such items, at the discretion of the board president or presiding officer, disrupt the proceedings of the meeting, pose a safety concern, or block the view of the meeting from other audience

members or the cameras used to webcast the proceedings, the board president or presiding officer may request speakers and audience members to refrain from using them.

When addressing the Board, please follow the guidelines below:

- Public comment at Board meetings is limited to the public comment portions of the meeting as indicated in the published agenda.
- Sign in before speaking, giving name and community.
- The speaker may address only library-related topics at regular and special meetings, only budget related topics at budget hearings. Comments should be addressed directly to the Board and not to the audience.
- A time limit of three (3) minutes is allowed for each speaker.
- A person may speak one time during the meeting.
- In cases of disagreement, the speaker must use grace and tact.
- Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting.
- No personal attacks or disruptions from audience members will be tolerated.
- Members of the media are welcome at public meetings of the Board of Trustees. Members of the media and media equipment shall be required to video and photograph meetings from a designated media representative area of the room in which the Board of Trustee meeting is being held. Media representatives shall cooperate with district staff regarding placement of equipment, photography and video requirements or be subject to removal from the meeting.
- The Board Chair may terminate or redirect any presentation not adhering to these guidelines.

At the discretion of the Board Chair, these guidelines may be modified at a meeting.

# Community Library Network

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## MATERIALS SELECTION AND ACQUISITION POLICY

DRAFT  
04/18/24

### Statement of Purpose and Intent for Policy

The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails the collection of reading materials for an entire community in a sense, and in doing so, he or she reinforces the bedrock principles on which this country was founded. According to the United States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and cultural enrichment." *United States v. Am. Library Ass'n. Inc.*, 539 U.S. 194, 203, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have broad discretion to decide what material to provide to their patrons." *Id.* at 204.

[Protecting minors from explicit and potentially developmentally damaging sexual content is a serious consideration for the entire community, library board and staff. No graphic visual or written depictions of sex will be included in this collection. Age-appropriate materials concerning biology, human anatomy, or religion are exempt from this directive.]

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents, and to openly afford the public access to discussion, debate, and the dissemination of information and ideas.

### Objective and Scope of Policy

This policy pertains only to the selection and new acquisitions of books and materials, [regardless if previously acquired, except for material that has been lost or damaged,] for the library's collection, not removal of existing library materials. Policy regarding retention, removal, or relocation of existing materials is outside the scope of this policy.

### Responsibility

The elected board of trustees ultimately guides the selection process through this policy. The Library Director implements policies set by the board. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration.

Draft 04/18/24

Suggestions are evaluated by the staff based on the Library's criteria for selection.

### **Definitions- As Used in this Policy**

Under this section "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance has any of the following characteristics:

(A) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;

(B) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

(C) The material or performance lacks serious literary, scientific, medical, artistic, or political value for minors.

"Minor" means any person under eighteen (18) years of age.

"Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture, film, record, recording tape, CD-ROM disk, magnetic disk memory, magnetic tape memory, video tape, or other media, or any down-loadable or on-line digital content.

Nudity" means a:

(A) Showing or description of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering:

(B) Showing or description of the female breast with less than a fully opaque covering of any portion of the female breast below the top of the nipple; or

(C) Depiction or description of covered male genitals in a discernibly turgid state.

"Performance" means any motion picture, film, video tape, played record, phonograph or tape, preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before an audience of one (1) or more, with or without consideration.

"Sadomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of a person so clothed, or mutilation or physical alteration of genitals by or upon a person;

"Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and

"Sexual excitement" means the condition of the human male or female genitals when in a state of sexual stimulation or arousal.

### **Selection Process**

Draft 04/18/24

The Community Library Network seeks to purchase a wide range of materials that meet the informational, educational, and recreational needs of our residents in a variety of acceptable formats. The selection of materials is generally made by library staff based on clear and unambiguous written policies that infuse our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, an item's relation to the Library's existing collection, use analysis, space, price, and staff judgment and expertise.

Books and material with content that is "harmful to minors" as defined in this policy, shall be excluded from selection and acquisition for the library's non-adult collection.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in, but not limited to, reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value (e.g. time-tested classics)
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN) that do not conflict with CLN policy
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, *related to the library's non-adult collections*, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors as that term is specifically defined in this Policy.

### **Gifts**

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using the same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

### **Review of Policy**

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, **November xx, 2023.**





## **MATERIALS WITHDRAWAL AND RECONSIDERATION POLICY**

### **Draft 1-18-24**

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection. Materials are defined in the Materials Selection and Acquisition Policy.

#### **Withdrawal of Materials (Weeding)**

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition; material that is out of print and considered a classic will receive special consideration for retainment.
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance
- ~~[Adherence to local community standards]~~

#### **Materials Inappropriate for Minors**

Notwithstanding Idaho Code 18:1517(d), Materials that violate Idaho Codes 18-1513, 18-1514, and 18-1515 shall be removed from ~~the juvenile and young non-adult~~ collections.

#### **Disposition of Materials**

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of materials
- Donate to friends of the library groups, other non-profit groups or other government agency
- If material is inappropriate for minors, but produced for adults, move to adult collection area



- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible or displayed to minors and only made available to adults

### **Reconsideration of Material**

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be submitted to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy. The decision will be submitted to the library user within 30 days, if possible. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process (except, as necessary, for examination during this process). An item will be evaluated for reconsideration only once in a 3 year period unless the board determines sufficient new compelling evidence is introduced.

### **Review of Policy**

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2023.