

Highline Community College Library  
Operational Policy and Procedures

**Request for Review of Library Materials**

**Purpose:**

To provide a thoughtful and consistent process for receiving and considering requests for review of materials in the library's collection. The process is designed to honor the opinions of the complainant while upholding library approved principles, policies and procedures.

**Policy:**

Individuals objecting to a specific item in the library's collection and wishing to see it removed must first discuss their concerns with a reference librarian, the Director of Circulation Services, or the Associate Director of the Library.

**Procedure:**

Individuals objecting to a specific item in the library's collection and wishing to see it removed must first discuss their concerns with a reference librarian, the Director of Circulation Services, or the Associate Director of the Library.

If, after discussion, the individual wishes to make a request that the material be withdrawn, he/she may request a review of the material by completing the "Request for Review" [form](#)

(If you cannot print this form come to the circulation desk for a paper copy) and submitting it to the Dean of Instructional Resources. Forms are available online and will be made available by the reference librarian or Director having the initial conversation with the requestor.

The Dean of Instructional Resources will forward a copy of the "Request for Review" to the collection development librarian and the librarian responsible for collection development in the subject area in question. The collection development librarian will meet with other librarians, the Dean of Instructional Resources, and, when appropriate, the Director of Media Services to discuss and gather information preparatory to drafting a written response. The response will be written by the assigned subject area librarian and will include an explanation for the decision. This explanation may include: how the material relates to the educational goals of the college and the Library; criteria used for selection, including published reviews; library principles and policies; and patron requests for and use of the material. Copies of the letter will be submitted to the library staff and the Dean of Instructional Resources. The subject area librarian will respond to the Request for Review within three weeks of receipt.

Within three weeks of receipt of the response from the Library, the complainant may forward a written appeal to the Dean of Instructional Resources. Upon receipt of the written appeal, the Dean of Instructional Resources will establish and call the first meeting of an ad hoc Review Committee, whose members will be:

- Three tenured faculty (at least one from the subject area in question)
- The division chair from the division with the most directly related discipline
- The Dean of Instructional Resources
- Two students
- The appropriate subject area librarian

Committee members will be selected as follows:

The Faculty Senate will select the faculty members. The Associated Student Council will select the students. The Chair will be elected by the Committee. Should the request for review occur during the summer, the Dean of Instructional Resources will work with staff and faculty available in the summer to constitute a representative committee.

The Committee will review the written appeal, the initial written request, the initial response and will read, listen to and/or view the material in question in its entirety. The collection development librarian will provide information to the Committee which may include:

- Library collection objectives which are met by the material
- Library policy and principle statements
- Reviews from professionally recognized sources
- Statements by instructors whose students use or may use the material
- Any other material that could help define the purpose and the usefulness of the challenged material

Within 45 days of receipt of the written appeal, the Committee will reach its decision with five or more concurring votes of the eight Committee members, and the Dean of Instructional Resources will handle the implementation of the Committee's recommendation and maintain the file of all supporting material. The Dean of Instructional Resources will notify the requestor in writing of the Committee's decision.

Within two weeks of notification of the Committee's decision, the requestor may forward a written appeal to the Vice-President of Academic Affairs. The appeal decision will be based on the material included in the file. The decision of the Vice-President is final.

Material which has undergone review may not be re-challenged for one calendar year from the date the Review Committee's decision is sent to the Dean of Instructional Resources for implementation.

The review process applies equally to all persons.

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Date of Adoption: **October 28, 2002**

Key Department: **Library Circulation Services**

Key Person: Frances Clark, **Director of Circulation**

Revisions: