

## REVIEW OF MATERIALS POLICY

The Pickens County Library System (PCLS) is dedicated to serving all county residents by providing welcoming access to information, resources, and services that enrich their lives. Through thoughtfully curated collections and programs, we strive to support the educational, cultural, informational, and entertainment needs of our community, fostering lifelong learning and connection for everyone we serve.

The library has a responsibility to provide a robust library collection of materials which represent many varied viewpoints, life experiences, and interests of the community. The materials and resources are selected by trained professional staff members to meet the varied needs of our community; however, it is not expected that all resources will appeal to every user. The Collection Policy established by the Library Board of trustees will help guide the staff to place resources and materials in the appropriate locations.

The Pickens County community member may request a reconsideration of physical library materials, displays, programs, electronic materials, or digital resources. The community member petitioning the reconsideration must be an adult (18+) and reside in Pickens County with an active library card. The *Request for Reconsideration of Library Resources* form can be found on the Pickens County Library System (PCLS) website under the 2025-2026 Reconsideration Requests tab and also under Library Board of Trustees tab or by requesting it from a staff member. Upon receipt of a *Request for Reconsideration form*, a formal review of the material in question shall be undertaken in accordance with the Pickens County Library System (PCLS) policy. The Director of the Pickens County Library System is responsible for managing requests for material review.

Pickens County community members can have (1) active Reconsideration Requests every (30) days so that the library staff has enough time to review and research each request. Each request will be decided upon according to our Collection Policy criteria and in the order in which it was received. If multiple Reconsideration Requests come in for the same material, the Director will start the process for the first one received. During the reconsideration process, the material under review will remain in circulation until a decision has been reached. A list of all items being reconsidered and their status within the Reconsideration process will be available on the library's website. Please note, the *Request for Reconsideration of Library Materials form*, accompanying materials and any written responses to the Reconsideration become part of the public record.

A *Request for Reconsideration form* will not be considered if it does not comply with the existing board-approved Collection Policy, which is available for review on the PCLS website. If a title has previously been reconsidered, the decision rendered will remain in place for exactly (1) one year. After such time has passed, the Board must approve by majority vote to proceed with a newly submitted Reconsideration Request of the material.

Throughout this reconsideration process, all parties involved will adhere to the following:

### Guiding Principles

- Libraries provide materials reflecting differing points of view, and the library's mission is to provide access to information.
- SC current legislation – which includes age-appropriate Material to Minors, will be followed in every reconsideration case.
- Community members have the right to express concerns about library resources and expect to have their concerns taken seriously.
- Any communication from petitioner regarding the review that includes abusive, defamatory, menacing, or intimidating statements, as defined within the Library's Code of Conduct, will terminate the reconsideration process. Alleged violations may be submitted to the library Board for review by public, staff, or Board members.

## **Factors for reconsideration of a material that will not be considered by the Board:**

- A request that calls for moving a book or item to a section of the library that does not exist.
- A request to remove materials from the adult section of the library.

### **Reconsideration of Library Materials Procedure**

- 1) Petitioners submit a completed *Request for Reconsideration form* to Department/Branch Manager. The Department Head/Branch Manager will verify the form is complete and fill out the staff portion of the form with location, staff initials, and date received.
- 2) The Department/Branch Manager will scan the *Reconsideration Request form* and email it to the Library Director. The original form will be sent to the Library Director via interoffice mail.
- 3) The Department/Branch Manager will send the petitioner an acknowledgement that the Reconsideration Request form has been received. A copy of the *Review of Library Materials Policy and Procedures* will be enclosed.

*\*\*The above (3) steps for the Reconsideration of Library Materials Procedure should take no more than (5) business days.*

- 4) The Library Director will select (2) professional librarians to conduct an independent review of the library material. This individual shall consult and rely upon the standards stated in the board-approved *Collection Policy*. The librarian will provide their individual recommendation to the Director, after reading the whole book and doing some research using expert sources and reviews. The director will consider this recommendation along with the *Collection Policy* and make final decision which will be emailed to the petitioner within (15) business days of receipt of their initial request. If additional time is needed the Director will notify the petitioner and the Chairman with anticipated new date.
- 5) If the petitioner is not satisfied with the decision of the Director, they may appeal the decision. To initiate this appeal, the petitioner must send a written notice of appeal to the Director within (10) business days of receiving the decision from the Director. The Director will send petitioner a written notice of receipt of the appeal within a timely manner. Appeals should include additional information explaining why they disagree with the decision of the Director. The Director will gather together all the information related to the request and send it to the Chairman of the Board, who will add the request to the next Board meeting that follows an intervening period of at least (30) days from the time the Chairman's receipt of the information.

Before the meeting at which the review will be discussed, the Library Board will be required to read the whole book and be provided with the following information:

- Copies of the *Reconsideration Form* and accompanying materials
- Manager's review documents
- Decision of Manager and Director in writing
- *Collection Policy*
- *Review of Materials Policy* with Guiding Principles and Procedures
- Any other pertinent materials

Written notice of the Library Board's final decision will be sent to the petitioner within (7) business days of the meeting date. The decision of the Library Board is final.

Policy adopted: August 15, 2024

Updated policy approved March 20, 2025

Revised policy approved February 12, 2026