

# JOHN F. REED LIBRARY

## RECONSIDERATION OF MATERIAL POLICY

The resources and materials provided by John F. Reed Library (Reed Library) are selected in accordance with the [Library's Collection Management Policy](#) to meet the teaching and research needs of the Fort Lewis College community.

Reed Library supports instruction, research, and creative production with collections in a variety of formats housed in several locations. The Library strives to acquire, preserve, and provide access to all types of information sources necessary to meet the needs of its primary clientele. Reed Library aims to balance access to and ownership of information resources in accomplishing this goal.

Reed Library adheres to the principles of intellectual freedom outlined in the [Library Bill of Rights](#) of the American Library Association and further explicated in the [Freedom to Read Statement](#), the [Freedom to View Statement](#), and the [Intellectual Freedom Principles for Academic Libraries](#).

The following Materials Reconsideration Requests may be made:

- Removal of an item from the collection
- Inclusion of an item in the collection
- Transfer of an item from one location to another, limiting the accessibility of an item
- Transfer of an item from one location to another, expanding the accessibility of an item

To request reconsideration of materials, submit a [Reconsideration of Library Materials Form](#). You may fill out and submit this form online to the Director of Reed Library, Martha Talman, at [matalman@fortlewis.edu](mailto:matalman@fortlewis.edu), or print and turn in the form at Reed Library's Circulation Desk.

The following procedures will be adhered to regarding a materials reconsideration request:

1. Requests will be reviewed and determined by the Collection Development Librarian and the Library Director. The library liaison responsible for selecting materials in the subject area in question and/or faculty in the subject field may be brought in for counsel.
2. A written response will be delivered from the Library Director to the requestor within four weeks of receipt of the completed request form.
3. Should the person initiating the request not be satisfied with the decision of the Library Director, they may appeal the decision.
4. Appeals will go through the Reed Librarians Council. The Council will make a recommendation to the Provost, who can accept or deny the recommendation.
  - a. The material under reconsideration will remain in the collection in its current location during the course of review and any appeal.
  - b. If there is an appeal, the person initiating the Materials Reconsideration Request will be invited to meet with the Reed Librarians Council to ensure the nature of the request is fully understood

In evaluating library materials in response to a request for reconsideration, the Collection Development Librarian and Library Director will:

1. Determine how the material under review relates to the Libraries' Collection Development Policy, and the policies and principles set out in the Library Bill of Rights, The Freedom to Read Statement, the Freedom to View Statement and the Intellectual Freedom Principles for Academic Libraries.
2. Prepare a brief report on library holdings in the subject area in question, to be used as an aid in determining appropriate action.
3. Consult, as necessary, with other experts in the subject field (faculty or others).

As a result of the reconsideration of the material, the Collection Development Librarian and the Library Director will recommend one or more of the following actions:

1. The material in question be transferred to a different location in the collection.
2. The Library amend its holdings in the subject area in question to ensure a balanced collection representing a variety of viewpoints.
3. The material be removed from the collection.
4. No action be taken.
5. Other relevant action to be documented.