

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: CHALLENGES TO COLLECTION DEVELOPMENT DECISIONS

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Administrative Procedure Number: 308.02

Date adopted: 3/11/11

In the event that a person objects to any decision to include or exclude materials in the library collection, the following procedure shall be observed. The material being questioned will not be withdrawn, removed, added, or undergo a change in location or status until the entire review process is complete.

1. All complaints should be referred to the faculty librarian or assistant dean for library media services.
2. The librarian and/or assistant dean for library media services shall strive to resolve the issue informally by explaining the library policy for collection development, and how it is followed to ensure that materials are thoughtfully selected.
3. If the complainant is not satisfied with the decision at this informal level, the assistant dean for library media services will provide the opportunity to complete a "Request for Reconsideration of Library/Media Materials" form, which shall be a part of "Library Media Services Policies." The assistant dean shall provide a written response within a two week period of receiving the completed form.
4. If after receiving the written response from the assistant dean for library and media services the complainant is not satisfied, an appeal may be filed with the vice president for instruction. The vice president shall establish an ad hoc Review Committee to investigate the complaint and provide advice in arriving at a conclusion.
 - a. The Review Committee shall consist of the Assistant Dean for Library Media Services, a faculty librarian, two faculty members in fields relevant to the material being reviewed, and (if the complainant is a student) the Vice President for Student Services.
 - b. The Committee shall make a formal recommendation to the vice president.
 - c. When a conclusion is reached, the vice president shall render a written decision.
5. If the complainant is still not satisfied, an appeal may be made to the president of the college. The president shall base his decision upon a review of the information gathered up to that point, and the written decision will be delivered within two weeks of the date of the appeal. The president's decision shall be final.
6. Materials that have undergone a review may not be re-challenged for two calendar years from the date of the final decision.