

GRAYS HARBOR COLLEGE
Administrative Procedure

**Subject: LIBRARY COLLECTION CHALLENGES
AND INTELLECTUAL FREEDOM**

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Administrative Procedure Number: 307.06

Date adopted: 4/2/19

- A. Background: Consistent with Board Operational Policy 307 and Procedure for Collection Development 307.04, Grays Harbor College recognizes that an effective Library resources collection must reflect diverse ideas and opinions, and that the presence of material in the Library collection is not an endorsement of the views and opinions expressed in the materials. To that end, the College and the Library support the principle of Intellectual Freedom as stated in the Library Bill of Rights [1996] of the American Library Association. In addition, materials will not be labeled as being subversive or dangerous; confidentiality of all individuals and institutions using library resources shall be assured; access to materials in the Library will not be restricted, nor shall filtering software be used to block access to constitutionally protected speech, unless required to protect them from theft or damage, to ensure equal access, or unless required by laws of the United States or Washington.

The President of Grays Harbor College shall designate to the Associate Dean for Library, E-Learning, and Learning Support Services the responsibility of establishing procedures and criteria consistent with the above goals for both the selection and discard of all library materials, and for addressing objections to resources which are part of the collection.

- B. Process: 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 The material being questioned will not be withdrawn, removed, added, or undergo a change in location or status until the entire review process is complete.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 Associate Dean for Library, E-Learning, and Learning Support Services.
 2. The librarian and/or Associate Dean for Library, E-Learning and Learning Support 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 Associate Dean for Library, E-Learning, and Learning Support Services will provide the opportunity to complete a "Request for Reconsideration of Library/Media Materials" form. The Associate 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 Associate Dean 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.
 - i. The Review Committee shall consist of the Associate Dean for Library, E-Learning, and Learning Support 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.
 - ii. The Committee shall make a formal recommendation to the vice president.
 - iii. 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.