



## POLICY

### Censorship and Reconsideration of Library Materials

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The Palm Harbor Library (PHL), which is an entity of the Palm Harbor Community Services Agency, Inc. (PHCSA), considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. PHL and PHCSA recognize the right of individuals to question the inclusion, or deletion, of materials in the library collection. The library will give serious consideration to each library member's opinion.

#### Procedures for Challenged Library Material

Steps in the process regarding library material challenged by a library member:

1. Members who object to the inclusion of any items in the library collection must obtain and fully complete a "Request for Reconsideration" form (available upon request).
  - Incomplete forms will be rejected.
  - Any challenge that does not use this form will not be considered.
2. Only one item shall be reconsidered per form.
  - Forms with multiple items will be rejected.
  - Multiple challenges to the same item, manifestations of the same item, or expressions of the same item, shall not be considered.
3. The completed form must be verified by PHL staff and submitted to the PHL Director.
4. The Director will appoint a committee of individuals with relevant expertise to review the challenge.
5. The committee shall have 45 days to consider the submitted form.
  - An extension may be allowed at the discretion of the Director.
6. The Director and the appropriate Department Head will review the committee recommendation, decide the appropriate action, and contact the member who issued the challenge.
  - Potential actions are retaining the item, removing the item, or relocating the item.
7. Until a final decision is made, no item will be removed or relocated to another area of the library, and shall remain in its current location available for circulation.

*Note: In the Director's absence, responsibility will fall to the Assistant Library Director. The "Request for Reconsideration" form is available to [download here](#) or at the Palm Harbor Library, located at 2330 Nebraska Ave, Palm Harbor FL.*