

Beaufort County Community College

Challenged Materials Policy

On occasion someone may question or challenge the suitability of certain materials found in the collection. Questions/challenges will ultimately be met by the LRC Director with reference to the collection development guidelines including the *Library Bill of Rights* and/or the *Freedom to Read* statement. The following procedures will be implemented in an effort to deal with such issues:

1. Library staff will make every effort to handle the question on an informal basis.
2. If the complainant wishes to present a formal complaint, the library staff will explain the procedure and give the complainant a copy of the *Request for Reconsideration of Library Materials* form.
3. Library staff will inform the Director of the complaint.
4. The LRC Director will name an ad hoc review committee composed of the following:
 - Two BCCC faculty, at least one from the questioned field of study
 - One full-time BCCC student
 - The Dean of Student Services
 - One community member
 - One member of the LRC staff
 - Director of the LRC will chair the committee in a non-voting capacity
5. The questioned material will be available for use during the reconsideration process.
6. The review committee will follow these steps:
 - a. Review the challenged material.
 - b. Check acceptance of the material by reading reviews and consulting recommended lists and determine the source of the material
 - c. Make a determination as to whether or not the material supports the Selection Policy.
 - d. Prepare a decision within 30 instructional days of receipt of the reconsideration form. Should a complaint arise during a break in the academic calendar, this time limit will be extended until the appropriate committee can be gathered.
7. The Director of the LRC will promptly notify the complainant of the Committee's decision.
8. If the complainant contests the decision of the review committee, he or she may present the complaint to the BCCC Board of Trustees for final review.

