



## Statement of Concern About Library Resources Policy

The Scarsdale Public Library (SPL) Board of Trustees and Director are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by library users. These concerns will be dealt with promptly and responsively as detailed in the procedure below.

While SPL provides opportunities that allow library users to freely examine subjects and make their own decisions, responsibility for the use of library services by minor children rests with their parents or legal guardians. Accordingly, SPL does not restrict children's access to any library materials. Although patrons may not select material for themselves and for their minor children, individual patrons are not permitted to restrict the freedom of other patrons to read, see, or hear.

Concerned patrons will be referred to the Director or person in charge who will explain our Materials Selection Policy and/or Program and Materials Display Policy. Should that discussion fail to satisfy the patron's concerns, they may complete and submit a ["Statement of Concern about Library Resources"](#) form found on our website for each item of concern. The SPL Board and Director will only address those concerns brought by Scarsdale Village residents.

Procedure for addressing library user concerns:

1. The library user must complete the [Statement of Concern about Library Resources form](#) for each item of concern. This form can be submitted online or printed and submitted to the Director. The request may not be submitted anonymously, and the requestor must be a Scarsdale Village resident.
2. The Statement of Concern will be referred to a committee consisting of the Director, Assistant Director and a subject specialist librarian. They will review the item in question to determine if any action should be taken.
3. The committee will reconsider the item using the criteria from any appropriate Library policy such as the Program and Materials Display Policy and the Materials Selection Policy plus any reviews or additional information from recognized sources. It will then make a written decision.
4. The Director will inform the Library Board of Trustees of the committee's decision.
5. The Director will respond in writing to the library user regarding the committee's decision. Committee members' comments will not be attributed, although brief quotes may be used in the Director's response.
6. An appeal of this decision may be made to the Library Board of Trustees.

- a. The appeal shall not exceed two pages in addition to copies of the original Statement of Concern and the committee's written decision.
  - b. The Library Board will reconsider the decision based on whether or not the item conforms to the criteria outlined in Board-approved policies.
  - c. The Library Board may, at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation to the Board.
  - d. The Board of Trustees shall then make the final determination of the matter in a timely manner and notify the library user in writing of their decision.
7. The final decision on this specific item shall remain in effect for three years. Within this three-year period, additional Statements of Concern on a decided title, program, display, etc. shall not be reviewed again, and those submitting the Statement of Concern will receive a copy of the current decision.

During the review process the Library will take appropriate action to insure that the item will continue to be available.

*Approved by the Scarsdale Library Board of Trustees October 7, 2024*