



## GUIDELINES AND POLICY: *STATEMENT OF CONCERN*

Liberty Public Library cardholders with a current (not expired) library card who wish to register a concern regarding a library item will be asked to fill out the *Statement of Concern* form. The form may be hand-delivered to any staff member or faxed to the Library Director at (845)292-5609.

Please note the following guidelines and requirements:

- The form must be complete in its entirety. Forms missing information or responses, or which are unsigned, will not be reviewed.
- The form may address concern about only one item or resource, not the entire body of work of a given author, not all items of a given genre, theme or topic.
- Organizations and groups are not eligible to submit this form.

Before submitting the form, it may be helpful to review the following summary of the Library's policy on library materials:

*Liberty Public Library's professional staff select books and other materials to meet the informational, educational and recreational reading needs of the citizens of the community it serves. The staff is guided by the Materials Selection/Collection Development Policy adopted by the Board of Trustees of the Library. The Trustees and staff support the belief that the right to read and the right to free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to democracy. The Trustees have also adopted the Library Bill of Rights, the American Library Association's Freedom to Read Statement and the Freedom to View Statement, which represent the Library's interpretation of the First Amendment to the Constitution of the United States. In practice, this means that the Library will resist efforts to remove or censor materials.*

The Library Director, and a committee designated by the Director, will review the completed form and the item in question, taking into consideration the Library's *Materials Selection/Collection Development Policy*, *Art Exhibition Policy*, and relevant book/media review sources. The Director will respond in writing within thirty (30) days of receipt of the completed form. Accompanying the decision, as applicable, will be relevant professional book/media reviews, the Library's *Materials Selection/Collection Development Policy*, *the Library Bill of Rights*, *the Freedom to Read Statement* and/or *the Freedom to View Statements*. The Director will provide the Library Board of Trustees with copies of the *Statement of Concern* form and the Director's written response.

The Director's decision may be appealed in writing by the person who submitted the evaluation request to the Library Board of Trustees within thirty (30) days of the date of the Director's response. Please mail a brief letter requesting an appeal addressed to the Board of Trustees, 189 North Main Street, Liberty, NY 12754, or fax the letter to (845)292-5609, Attn: Board of Trustees.

The Board reserves the right to undertake a thorough investigation prior to making a decision. That investigation will include a complete examination of the resource itself and of the relevant Library policies. It may also include consultation with staff, the Library's attorney, the Ramapo Catskill Library System, and professional organizations or other resources as the Board deems necessary in order to make a fully-informed decision. The Board may take up to 90 days from receipt of the appeal for this process.

Until a decision is made by the Board, the item in question will remain available without restriction. Once a decision is made, the person who submitted the request for evaluation will be notified in writing of the decision through the U.S. Mail.

The Board's determination is final. The determination will stand for five years from the date of the decision before a new Statement of Concern about the same item will be considered.

Adopted, Board of Trustees: March 31, 2026