BRENAU UNIVERSITY
POLICIES AND PROCEDURES

Policy Subject: Challenged Materials Policy
Policy Number: AA.LIB.200.03

Rationale

The library's role is to facilitate the teaching, research, and service missions of Brenau University by providing access to and instruction in the use of materials which support the curricula of the university and stimulate scholarship, critical thinking, analysis, and evaluation. Materials are selected according to our Collection Development Policy. The library espouses the *Library Bill of Rights* of the American Library Association, which states that "Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation," and that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Materials will be reviewed in light of objections raised; however, to automatically remove challenged materials would impede the free exchange of ideas.

Challenge

Challenges to the library collection will be made by submitting a Challenged Materials form. The web form should explain the nature of the challenge and must include:

- Bibliographic Information: the author, title, publisher, publication date, and selected reference to the text pertaining to the challenge.
- Personal information: the challenger's name and contact information.
- A critique of the material being challenged.

The Dean of Library Services will acknowledge the challenge with an email receipt.

The challenge will be evaluated by the Dean of Library Services, the Head of Research and Instructional Services, and the Collection Development Librarian, who will consider the Collection Development Policy, the *Library Bill of Rights*, and principles of intellectual freedom when making their recommendation. Any recommendation will be shared with the Provost and Vice President of Academic Affairs, who will make the final decision in conjunction with the Dean of Library Services.

One of three decisions will be reached:

- No action.
- The library will strengthen its holdings in the subject area of the challenge to ensure a balanced collection.
- The challenged material may be removed from the collection.

The challenger will then be notified by the Dean of Library Services of the decision and disposition by email.

Challenged Materials Form

The work:

Title	
Author/Performer	
Copyright Issue Date	
Publisher/Producer	
Format	
Specific Challenged Content	

Provide rationale for challenge:

Contact information:

Name	
Telephone Number	
Email Address	
Relationship to Brenau University	