

Putnam County Public Library Concerns about Library Materials, Displays, or Programming Policy

In order to serve a diverse community, the Putnam County Public Library maintains collections, displays, and sponsors programming that represent many viewpoints and ideas on a variety of subjects.

The Putnam County Public Library endorses the American Library Association's *Library Bill of Rights* and *Freedom to Read* and *Freedom to View* statements. What an individual elects to read, view, or listen to is the decision of that individual. Patrons are responsible for deciding what is appropriate for themselves and their children, but may not impede access to materials by others.

The Putnam County Public Library acknowledges the right of groups or individuals to voice a concern about library materials, displays or programming and to have this concern heard.

How to File a Concern

Patrons who wish to voice concerns about library materials, displays, or programs may use the following procedures:

- A patron may approach staff members at any time to discuss concerns and identify possible substitute materials that might be available. These concerns will be passed on to the appropriate Department Head.
- If a patron wishes to submit a formal concern:
 - The patron should obtain a 'Statement of Concern' form from the Reference Desk or Director's Office and send it to the attention of the Library Director. (A copy of the form follows)
 - The Director will discuss the concern with the appropriate staff member.
 - After reviewing the relevant library policy and the specific issues raised, the Director will respond to the patron in writing within 14 days. (If the item in question is checked out and is the only copy, a response will be made within 14 days after the item has been returned.)
 - Patrons may appeal the Director's decision to the Library Board of Trustees at their monthly meeting.
 - The Board President will respond to the appeal in writing within 60 days.

*While an item is being reviewed, it will continue to be available to library patrons.

Adopted by the Putnam County Public Library Board of Trustees December 21, 2005