

**Request for Withdrawal or Addition of Material Policy
of the Panora Public Library**

Whenever a patron objects to the presence or absence of any library material, the complaint will be given a hearing. All complaints to staff member's will be referred to the Librarian who will discuss the matter with the complaint. If not satisfied, the patron may make an appointment with the Board of Trustees to discuss the matter further.

If the patron wishes, he/she will be supplied with the "Request of Reconsideration of Library Material" form appended here to. The librarian will examine the item in and question, if it is a request for withdrawal, check reviews, and determine whether it is confirms to the standard of the material selection policy. If it is a request for addition of an item that has been rejected by the library, the Librarian will reconsider its addition. The Librarian will decide whether or not to add the material in question and will write to the complainant giving the reasons for the decision. Material subjects to complaint shall not be removed from use pending final action.

Revised 1/19/15