

Statement of Concern

Material Information:

Author/Producer _____

Title _____

Publisher and Year of Publication _____

Patron Information:

Name _____

Phone _____ Email _____

Street Address _____

City _____ State _____ Zip _____

Concern:

Please explain your concern about the material.

Did you read/view/listen to the entire item? Yes _____ No _____

What is your desired outcome?

Signature _____ Date _____

Procedures for Statements of Concern

Patron fills out Statement of Concern form and submits to Library Director.

Library Director receives the form, reaches out to the patron, acknowledges the receipt and talks with them about the process moving forward.

Library Director convenes a committee to read and review the material in question. Committee to include:

- Swissvale Library director
- CC Mellor Library director
- Appropriate Swissvale Library Staff Member
- CLP Collection Development Staff Member
- Member of WHSD School Library Team (for children's or teen's item)

Committee reads the material and meets to discuss the material and decide appropriate reaction to the Statement of Concern.

Item remains in circulation throughout the process.

Swissvale Library director reaches back out to the person who submitted the form to communicate the outcome.

