

# Statement of Concern Regarding Library Resources

Fond du Lac Public Library

Board approved: May 15, 2025

**Purpose:** This policy provides a step-by-step process for individuals to express an opinion on specific library services and ensures that concerns are handled respectfully and consistently.

The role of Fond du Lac Public Library (FDLPL) is to provide opportunities that will allow individuals to freely examine and/or utilize resources in accordance with the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements. While individuals are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

After reviewing FDLPL's [Selection Policy](#) and [Programming Policy](#), individuals are encouraged to contact the Library Director to meet and discuss their concerns. Should that discussion prove unfeasible or fail to address the individual's concerns, they may complete and submit a *Statement of Concern* form.

The Library will consider only one Statement of Concern at a time. Each Request may only address one item, resource, or concern. For example, one title, one author, one program, one display, etc. Once a Statement of Concern has been reviewed and a decision made by the Director, or the Board upon appeal, 5 years must pass before that particular item/concern will be eligible for review again. If the Director concludes that a Request is redundant, they will notify the individual that the item/concern in question, having already undergone the review process, will not be reevaluated.

Digital resources accessed via a third party (e.g. Libby, Ebsco, Kanopy, etc.) are selected by the vendor or consortium. Contact the appropriate party with concerns regarding individual resources.

Patrons wishing to submit a Statement of Concern must reside within Fond du Lac Public Library's service area--patrons residing in the City of Fond du Lac, the Town of Fond du Lac or residing in an area of Fond du Lac County not served by one of the other County Libraries.

## To Submit a Statement of Concern

- Obtain a FDLPL *Statement of Concern* form online or from any service desk. (Reasonable accommodations to obtain the form will be made upon request.)
- Complete the form in its entirety and return it to the Library. Incomplete forms will be returned. The completed form will be given to the Director for action.
- The Director will inform the Library Board President (via email) and will contact the individual to acknowledge receipt of the form and estimated timeline for response.
- The Director will review the resource or service in question in its entirety, conduct research, review applicable policies, and consider the patron statement.

- During the review process, the material will remain accessible; the program, display, or event will not be cancelled.
- The Director will inform the individual of the decision in a written response, inform the Library Board President that the statement of concern is complete, and inform the full Library Board with the decision at the next monthly Library Board meeting.

**To appeal:** If the individual is not satisfied with the Director's response and decision, they may appeal to the FDLPL Board of Trustees. An appeal may include any additional information provided by the individual and attached to the notice of appeal.

- Any notice of appeal and additional information must be received by the Director in writing (email or letter) within 10 calendar days of the date of the original decision. The Director will notify the Library Board President and will inform the individual of the estimated timeline for response, including the date of the Board meeting where the Concern will be discussed.
- The appeal will be added as an Agenda item at an upcoming Library Board meeting.
  - The FDLPL Board of Trustees will review the Director's decision to ensure that it is in accordance with this policy.
  - Discussion of the decision and appeal is allowed and may be followed by a vote to approve, reject, or table the Director's decision.
- Please note this Board agenda item will be conducted in Open Session. Per Wisconsin State Statutes Open Meeting laws, 19.81(1), the Statement of Concern form, the Library Director's research and decision, and the appeal notice communication will be made public.
- The decision of the FDLPL Board of Trustees is final.
- The Director will respond to the individual in writing with the Board's decision.

### **Definitions:**

**Library Materials:** Includes books, periodicals, pamphlets, pictures, photographs, audio recordings, films, DVDs, software, databases, microforms, posters, displays, educational toys, and any other form or format in which information and ideas may be conveyed, either existing or as may be developed.

**Program(ming):** A facilitated or passive activity that takes place in person or virtually and includes, but is not limited to, speakers, instruction, events, presentations, films, concerts, exhibits, displays, artwork, or other formats that support the Library's mission.