
Policy on Reconsideration of Library Materials

Approved by: Senior Management Team

Date Approved: 9 June 2022

Revision Cycle: 3 Years

Scope

This policy only applies to requests for reconsideration or withdrawal of materials, regardless of format, in Woodruff Library's circulating collection.

Policy

Acquisition of library materials are guided by established [collections policies](#). The Libraries build, provide and steward contemporary and historical collections which include a diversity of viewpoints and experiences, and, in doing so, encourage critical and thoughtful discourse and engagement with multiple perspectives. We are cognizant that authors may misstate facts, reach erroneous conclusions, use offensive language, or may make claims that in fact or perception can be hurtful to other parties. However, their works remain part of the publication record. Librarians and library staff are not required to endorse the principles, ideas, opinions, or views of the library materials they provide. However, they do play an essential role in [providing tools and guidance for addressing misinformation, dubious scholarship and bias](#).

It is therefore Woodruff Library's general practice not to withdraw materials upon request. Rather than withdrawing the item, the Libraries may document and reference the objections raised regarding the materials, including adding any corrections, errata, warnings or notices about inaccurate information, to the catalog record or on the item itself. Some library collection materials are held under agreements that govern return, withdrawal, or destruction of those materials and these commitments will be upheld (e.g., Government Documents). Requests impacting gifts are covered under the [Gifts-in-Kind Policy](#).

Objections to specific items in the collection should be submitted via this [form](#). Review of the materials will follow a designated process and be communicated in a timely manner to the requestor.