



## DENTON PUBLIC LIBRARY

### LIBRARY MATERIAL STATEMENT OF CONCERN OPERATING POLICY

Approved by the Denton Library Board September 2, 2004  
Library Board approved revision, November 10, 2025

**POLICY STATEMENT:** Public libraries are uniquely American institutions, providing opportunities for lifelong learning and open discourse. As such, Denton Public Library upholds the constitutional rights of the First Amendment and supports the American Library Association's *Library Bill of Rights*, *Statement on Labeling*, and *Freedom to Read* statements. Copies of said documents are appended to the Collection Development Policy. Denton Public Library supports a parent's rights to guide their own child's use of the library and determine which materials are appropriate or beneficial for their own children. No library user has the authority to determine what is appropriate or restrict the freedom of access for other library users.

After speaking with a Branch Manager, borrowers with continued concerns may use the following procedure for a formal complaint review and response.

- An individual who resides or owns property within the city limits of the City of Denton and requests to initiate the review process of library materials directly owned by Denton Public Library must complete and sign a *Library Material Statement of Concern* form to initiate the reevaluation process.
- The completed and signed form received by staff will be dated and submitted to the Director of Libraries or designee within two (2) business days of receipt.
- The Director of Libraries will forward the form to the Review Committee, which is comprised of Master's degreed professional librarians employed by the City of Denton.
- The Director of Libraries will notify and keep City Administration and the City Attorney's Office abreast of all facets of this process from receipt of the original complaint to final decision.
- The work in question will remain in circulation and shelved in the original location until a formal decision has been made.
- Review and response timelines may be modified in exceptional circumstances such as concurrent or overlapping leave, personnel transitions, etc. In the event of a modification, the complainant will be notified.
- Review Committee members will examine the material independently. The Review Committee will meet to discuss individual findings, draft a recommendation concerning disposition of the material, and submit the recommendation along with the

original Library Material Statement of Concern form to the Director of Libraries for review within six (6) weeks of the date the Statement of Concern form was submitted to the Director of Libraries.

- The Director of Libraries will review the material and consider the recommendation from the Review Committee to reach a decision regarding the status of the item. The complainant will receive notification of the Director of Libraries' decision within three (3) months after the Review Committee provides their recommendation, except in exceptional circumstances. The Director of Libraries will also inform City Administration and the City Attorney's Office of the decision and notify the Library Advisory Board during the next scheduled meeting.
- The Director of Libraries' decision is final unless timely and properly appealed as provided in this Policy.
- If the complainant is not satisfied with the decision, the complainant may file a written appeal letter. The written appeal must be received at the following address below within 30 days of the date of the Director of Libraries' decision letter.

Denton Public Library  
Attn: Library Review Appeal Committee  
502 Oakland Street  
Denton, TX 76201

- An Appeal Committee, comprised of members of the Denton Library Advisory Board, will review timely filed appeals at their regularly scheduled meeting if the appeal is submitted at least 30 days before the next scheduled Library Advisory Board meeting. If the appeal is not submitted within 30 days before the next scheduled Library Advisory Board meeting, the appeal will be heard at the following Library Advisory Board meeting.
- In the event of an appeal, the Director of Libraries will supply each Library Board member with copies of the material and all documentation relevant to the complaint.
- The decision of the Appeal Committee is final and will be communicated in writing to the complainant by Library Administration.
- Multiple Statement of Concern forms submitted for the same title but submitted by different individuals will be grouped together and reviewed as one if received during the review process. All complainants will receive updates regarding the submittal, and each will have the opportunity to appeal in accordance with this policy; however, all appeals of the submission will also be treated as one appeal. If a submission is received after a decision has already been made, it will (i) be stayed if there is an appeal pending and (ii) not be reviewed after such appeal in accordance with the following bullet point.

- Once a decision becomes final, materials shall not be eligible for further review by the initial complainant or any other complainant for 5 years as each challenged item has been through a rigorous review.



**Denton Public Library**

**Library Material Statement of Concern**

Title of Work: \_\_\_\_\_

Type of Material:

Book

Periodical

Video

CD

Other (Please specify): \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Name of Complainant Initiating

Request: \_\_\_\_\_

Address: \_\_\_\_\_

Day telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I reside or own property within the city limits of the City of Denton

I have a current borrower account at the Denton Public Library

Library card # \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Public Library Materials will not be reviewed without a signed and completed *Library Material Statement of Concern* packet. Use extra paper if needed.

To what in the work do you object? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video; or specific tracks of a CD.

Did you read, watch, or listen to the entire work?  Yes  No

If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, tracks, etc.)

If your answer is yes to the above question, in your opinion what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?

For what age group would you recommend this work? Why?

If the work is nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

Are you aware of judgments of this work by literary critics and/or subject specialists? (Give specific citations.)

What would you like to see happen to this item? Why?

Would you recommend another work that would equally convey a similar perspective of the subject?

List specific titles with authors of materials currently available. Out-of-print publications may not be suggested.

I have read and understand the following:

- Denton Public Library Collection Development Operating Policy
- Denton Public Library Circulation Services Policy
- For Youth or Teen materials only*-Denton Public Library Unattended Children Operating Policy
- For Special Collections materials only*-Denton Public Library Special Collections Operating Policy
- For Municipal Archive Collection materials only*-Denton Public Library Municipal Archive Collection Operating Policy

Signature of complainant: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

Public Library Materials will not be reviewed without a signed and fully completed *Library Material Statement of Concern* packet. All such requests shall be referred to the Director of Libraries and the Professional Review Committee. The complainant shall be notified of the status of his/her complaint or of the final decision within three (3) months from the date of receipt.