

Orem Public Library Title Review Process

The title review process consists of four stages of review to proceed, as needed, in the following order:

1. The librarian and the Division Manager responsible for the item, review the patron's form and assess the item according to the library's selection criteria as outlined in the Orem Public Library Collection Development Policy. After assessing the item, the librarians decide on one of three options:

- Take no action on the item
- Assign the item to a collection of comparable content
- Withdraw the item from the library's collection

The individual librarians' assessments and decisions are documented and retained by the library. The Division Manager or librarian notifies the patron of their decision via email as soon as possible. The patron may request to review the documented assessment and conclusion.

2. If the two librarians do not reach consensus, a panel of librarians (minimum 3) reviews the Request for Title Review and the initial librarians' assessments and decisions. The group assesses the item according to the library's defined selection criteria. The panel completes its assessment within two weeks with a vote for one option (to pass on a simple majority). The panel's assessment and decision are documented and retained. The Division Manager or librarian notifies the patron of the panel's decision via email as soon as possible. The patron may request to personally review the documented assessment and decision.

3. The patron may appeal the decision of the librarian panel to the Library Director. The Library Director reads The Request for Title Review and personally assesses the item according to the library's defined selection criteria. The Director then consults the librarians' and panel's assessments and conclusions. The Director decides on one of the three options. The Director's assessment, conclusion, and decision are documented and added to the previous decisions and retained. Within two weeks of the panel's decision, the Director notifies the patron with their decision via email as soon as possible. The patron may request to personally review the documented assessments and conclusions.

4. The patron may appeal the Library Director's decision. The initial request for review and all documented assessments and decisions move to the Library Advisory Commission. The commission has final authority on all requests for title review.

The Library Advisory Commission consists of:

- Seven commissioned (approved by Orem City Council) Orem citizens serving three-year terms. Two of these citizens serve as Chair and Vice-chair of the commission.
- One Orem City Council liaison
- One Orem City business liaison
- One library staff liaison (Library Director, de facto)

The commission meets every other month.

The commission reviews the initial Request for Title Review and all assessments of the item and decisions made to this point. The commission assesses the item according to the library's defined selection criteria. Within eight to ten weeks, the seven commissioned members complete their assessment with a vote for one option (to pass on a simple majority).

The Library Advisory Commission's assessment and decision are documented and retained. The Library Director contacts the patron with the final results of the review via email as soon as possible. The patron may request to review the documented assessment.

The library may periodically evaluate the title review submission and follow-up processes in order to best serve library patrons.