

REPORT TO THE LIBRARY BOARD

FEBRUARY 19, 2026

SUBJECT: Requests for Reconsideration of Library Materials Report
PURPOSE: For Receipt
PREPARED BY: Anne O'Sullivan, Manager, Public Service
PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board receive this report.

SUMMARY

Each year, Library staff report to the Board on requests submitted for reconsideration of materials and the response to these requests. In 2025, no requests were submitted.

BACKGROUND

The Collections Services Department of the Library occasionally receives requests to reconsider materials included in our collection if a patron feels they are inappropriate. Patrons may request that materials be removed from the collection, that they be moved to another area or collection, or that they be restricted from use.

All requests are considered in the context of the Library's [Collections Management Policy](#), and the [Library's Intellectual Freedom Policy](#), which were both reviewed by the Board on October 23, 2025.

Importantly, the Library's Collections Management Policy articulates the fundamental philosophy found in the [Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries](#). The Statement reads in part:

“Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.”

While this broad statement covers reconsideration requests regarding the collection, the Library addresses individual concerns directly so that a patron may understand why materials are purchased, retained or removed from the Library's collection.

The Collections Management Policy describes the Materials Reconsideration process:

Any person(s) from the community having a question regarding the inclusion of a specific title in the Library's Collections may request information from the Library. Any person(s) recommending the removal of a specific title from the Library's Collections may submit a written Request for Reconsideration of Library Materials. The request will be reviewed by the Reconsideration Response Team, who will decide on the matter.

A report on requests for Materials reconsideration will be provided to the Board annually (if necessary). The names of those individuals requesting reconsideration of a title will be excluded from the report in order to protect their privacy.

THE PROCESS

When a Request for Reconsideration is submitted, the patron is contacted by the Manager responsible for Collections, and apprised of the process for reconsideration, as follows:

- The request is shared with the selection team, comprising of Collections Management Librarians and the Coordinator, Collections Management, to review the original reasons for selection.
- Information on a title in question is collected, including reviews, usage figures, media coverage, collection holdings at other libraries, and any other information relevant to the request.
- The Manager responsible for Collections reviews all supporting material and discusses a recommended course of action with the Reconsideration Response team, which is comprised of all Managers and the Director, Customer Services and Branch Operations, and the CEO and Chief Librarian.
- The Manager responsible for Collections contacts the patron directly and explains the decision and the rationale for the removal or retention of the material in question. The patron is also informed of the process outlined by the Collections Management Policy.

Canadian Library Challenges Database

Each year the Manager responsible for Collections submits information about requests for reconsideration of library materials to the [CFE-CFLA/FCAB Canadian Library Challenges Database](#). This database is a joint initiative of the *Centre for Free Expression (CFE)* and the *Canadian Federation of Library Associations (CFLA)*. All patron information is reported anonymously. No requests were submitted in 2025.