



REQUEST FOR REMOVAL POLICY

MISSION STATEMENT

The Bergenfield Public Library creates an enjoyable environment for the intellectually curious to explore, learn, and grow together. We deliver diverse collections, innovative programs, and expert support through welcoming physical and digital spaces.

POLICY STATEMENT

The Bergenfield Public Library's Request for Removal policy ensures that the provisions of the Freedom to Read Act are followed and that the library's collection responds to the local community's needs as outlined in its mission statement.

REASON FOR POLICY

The purpose of the policy is to provide standards for the curation of library material; establish criteria for removal of existing library material or library material selected for inclusion in the public library; and provide protection against attempts to censor library material.

DEFINITIONS

Censorship. Means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept, or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain age groups.

Governing body. Means a board of trustees, director or other chief administrative officer, a county library commission, or board of county commissioners of a public library

Individual with a vested interest. Any resident who is served by the public library or residents in a county or municipality where the library is situated.

Library material. Means any material, including, but not limited to, nonfiction and fiction books; magazines; reference books; supplementary titles; multimedia and digital material; software and instructional material, belonging to, on loan to, or otherwise in the custody of a public library.

Review committee. The governing body will appoint a review committee consisting of:

- At least one member of the governing body;
- A librarian employed by the library;
- A non-librarian staff member familiar with the library materials;
- A representative selected by the governing body;
- A resident serviced by the public library, provided the resident selected is not the individual who submitted the form;
- Any additional members the governing body deems necessary.



Individuals with a vested interest may submit the request for removal form to the governing body of the public library in which the library material is challenged with the purpose of initiating a review of the material. A separate form must be submitted for each request.

Individuals with a vested interest must use the library's Request form, list their name and address on the form, and must specify which sections of the library material the individual objects to and an explanation of the reasons for the objection.

The **public library governing body** must create a request for removal form based on the model removal form established by the State Librarian; and

- Appoint a review committee as defined in this policy.
- Review the committee's report and make a final determination on whether the material is to be removed from the public library or limited in use. The governing body shall provide a written statement of reasons for:
 - Removal, limitation, or non-removal of a library material; and
 - Any final determination that is contrary to the recommendations of the review committee; and
 - Provide that the library material that has been shall not be subject to a subsequent challenge for at least one year.

The **review committee** must:

- Review the challenged materials.
- Report in writing its recommendations to the governing body on whether to remove the library material within 30 business days from the date of receiving the form.
- Provide a copy of the report to the individual with the vested interest who filed the form within 30 business days.

RESPONSE

The Governing body's recommendation(s) must discuss the reasons for:

- Removal, limitation, or non-removal of a library material; and
- Any final determination that is contrary to the recommendations of the review committee, and;
- Provide that the library material that has been challenged shall not be subject to a subsequent challenge for at least one year

A copy of the report will be provided to the individual with the vested interest who filed the form within 30 business days.

CONTACT

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