NYLA INTELLECTUAL FREEDOM COMMITTEE
INCIDENT REPORT AND REQUEST FORM

Please use this form to report ANY Intellectual Freedom incident in your library, whether or not you request assistance from NYLA. Fax, mail or email the information to NYLA. Direct questions to the Intellectual Freedom Committee c/o the NYLA Executive Director. Incidents reported to NYLA will be treated with strict confidentiality except as otherwise authorized by the organization making the submission.

TO: Chair, Intellectual Freedom Committee
New York Library Association
6021 State Farm Road,
Guilderland, NY 12084
FAX: 518-427-1697
Email: director@nyla.org

FROM: __________________________  ______________________
Name     Title
__________________________  ______________________
Library      Telephone
__________________________  ______________________
Street     City, State
__________________________  ______________________ __________
Zip     Email    Fax

TYPE LIBRARY: ___ Public  ___ School  ___ Academic  ___ Special  ___ Other

DATE OF INCIDENT: _________________________

Was a formal request made for confidential library records? ___ yes ___ no
(If yes, please explain on back of form.)

Was the acquisition of special material challenged? ___ yes ___ no

Was the decision not to acquire/accept specific material challenged? ___ yes ___ no

Was the presentation of a program or exhibit challenged? ___ yes ___ no

Was the decision not to present a program or exhibit challenged? ___ yes ___ no

Were the Internet policy or acceptable use guidelines challenged? ___ yes ___ no

Information About the Challenged Item/Event:

Title: ______________________________ Author/Artist/Performer: ________________________
Publisher: __________________________

Format (circle all that apply):

Format: Book  Periodical  Website  Textbook  Pamphlet  Newspaper  Student Publication
Media: Internet  Video  Audio  Electronic  Program  Exhibit  Display  Other
Type: Program  Exhibit  Display  Other
Target Audience for Challenged Item: Adult  Young Adult  Child

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The Challenge Was Initiated By:

Individual: Patron   Staff   Board Member   Parent   Teacher   Administrator   Other
Group: Local   Regional   National   Religious   Special Interest   Government   Other

Incident Background Information

Does the library have a written policy on confidentiality of patron records? ___ yes ___ no
(If yes, please attach.)

Does the library have a written materials selection policy? ___ yes ___ no
(If yes, please attach.)

Does the library have written procedures for the reconsideration of materials? ___ yes ___ no
(If yes, please attach.)

Does the library have a written Internet policy and/or acceptable use guidelines? ___ yes ___ no
(If yes, please attach.)

Have the procedures been followed? ___ yes ___ no

Has an individual or group filed a written statement listing objections? ___ yes ___ no
(If yes, please attach.)

Has the incident been reported by local media? ___ yes ___ no
(If yes, please attach.)

What is the position of the Library/School/Other Board with respect to this incident?
(If there is a written position statement, please attach.)

What is the extent of local support?

Actions Following This Report

Do you wish assistance from NYLA? ___ yes ___ no

May NYLA forward a summary of the incident to the ALA Office of Intellectual Freedom?* ___ yes ___ no

May NYLA publish a report in the NYLA newsletter?* ___ yes ___ no

*Note: NYLA will assist you with this challenge, whether or not you agree to have this information made public. Information provided to ALA OIF is used to track patterns of challenges nation-wide. Information in the IFRT newsletter is used to alert New York librarians to patterns of challenges in the New York area.