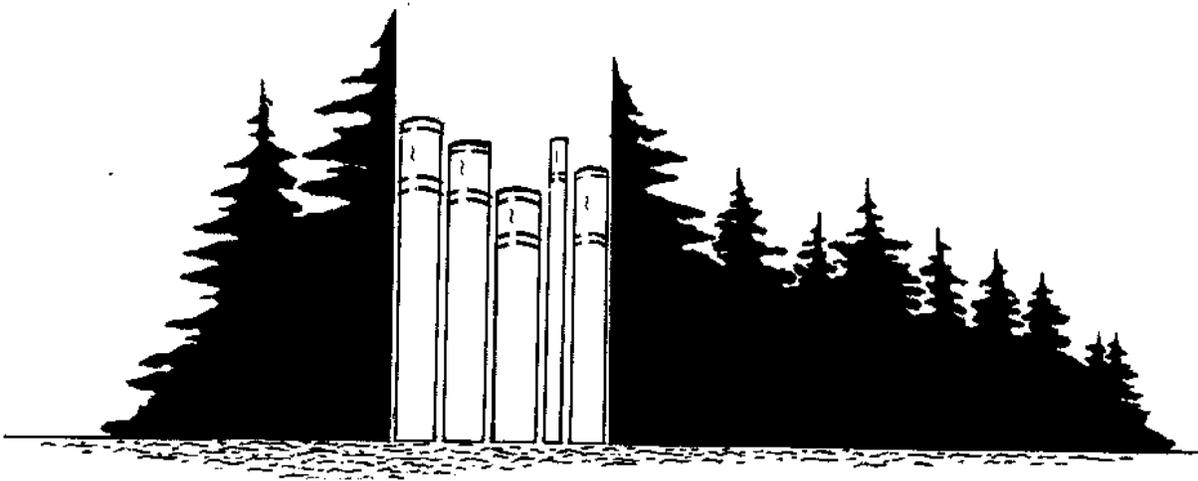


Collection Development Policy



Bowen Island Public Library

Approved and accepted by

*Bowen Island Public Library
Board of Management
May 26, 2004*

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1. Purpose

This collection development policy has been created:

- To clearly state the policies of the Library Board,
- To establish general guidelines for the selection of materials for the library collection in accordance with the library's mission statement and Board Ends.
- To identify responsibility for collection development and provide staff with consistent guidelines for development and maintenance of the collection,
- To assist in budget allocation for materials,
- To provide a process for public input.
- To establish criteria for purchase recommendations, assessment of gifts and donations, withdrawal of materials and handling challenges to items in the collections, and
- To uphold freedom of information and protect against censorship.

2. Basis for policy

Bowen Island Public Library's CDP is based on the library's mission statement, Board ends, defined service roles and community assessments, as well as fiscal realities. As a public, tax-supported institution, the Library must serve the entire community. Materials are selected on the basis of their interest and information to a majority of people in the community. The Library encourages comments and opinions regarding the collection from library patrons

a) Mission Statement

The BIPL mission statement is as follows:

“The Bowen Island Public Library Association promotes lifelong learning, the love of reading, and the exploration of ideas, culture and knowledge in a welcoming, lively atmosphere.”

b) Intellectual Freedom

The Bowen Island Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Library Association, which states:

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or

unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

(Ratified by the Board of Directors and Council, Canadian Library Association, at the 29th Annual Conference in Winnipeg, June 1974 and amended Nov. 17, 1983 and Nov. 18, 1984.)

In accordance with this statement, the library staff develops collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources.

The presence of materials in the library does not constitute endorsement of their contents by the Library Board.

The Library Board does not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or British Columbia.

c) Service Roles

Service roles are determined by the Bowen Island Public Library Board during strategic planning. The current service roles were identified and approved in June 2003 by the Board.

i) Primary Roles

(1) Popular materials Library

A wide selection of current and classic materials for all ages in a variety of formats in response to community interests and demand.

(2) Independent lifelong learning centre

Materials representing a broad scope of informational, factual and educational topics, at a variety of comprehension levels.

(3) Children's literacy resource

Supporting the introduction to reading for all children with a particular emphasis on preschool children's first experiences with books, reading and libraries.

ii) Secondary Roles

(1) Supplemental Curriculum support.

Support for K-12 students with materials that are supplemental to the primary resources provided by the schools themselves and by the school district, or school library.

(2) Local government information.

Current information (2-5 years) from Bowen Island Municipality, Islands Trust and G.V.R.D. is collected and made available for use in the library, with some copies available for circulation.

3. Selection Process

a) Responsibility for selection

i). The Bowen Island Public Library Board assumes ultimate responsibility for the collection and the implementation of the Collection Development Policy. The Library Board delegates to the Chief Librarian the implementation of the Collection Development Policy, the selection of materials, and the maintenance of the collection overall. The Chief Librarian may designate staff or trained volunteers to carry out collection development tasks within the guidelines of the Collection Development Policy.

ii). The Chief Librarian will allocate the materials budget according to the guidelines of the CDP and the goals and objectives established annually for the collection.

iii). Suggestions from patrons are always welcomed and are given due consideration.

iv). It is the view of the Library Board that responsibility for children's reading and viewing rests with parents and legal guardians, and not with the Board, staff or volunteers of the Bowen Island Public Library. The selection of materials for the adult collections is not restricted by the possibility that children may obtain, view or read such materials. The Bowen Island Public Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics, morals or beliefs upon their minor children.

b) Selection principles and tools

i). The Bowen Island Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Library Association (see section 2.b.). In accordance with this statement, the library staff develops collections to represent as many viewpoints as possible within constraints of budget, space and availability of resources. The presence of materials in the library does not constitute endorsement of their contents by the Library Board or staff.

ii). Bowen Island Public Library collections represent diverse points of view. While the library collections, as much as possible, reflect the community and its

diversity of interests, perspectives and backgrounds, the library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.

iii). The library acquires materials not only for its present users but also for those who have not traditionally been library users.

iv). Collection development decisions are made on the basis of staff expertise and judgment. Factors used in decision making include popular demand, acknowledged literary quality, educational, information and recreational value. Since it is not possible for library staff to read and review all books published or even all materials ordered, certain sources are used to facilitate the selection process. Standard reviewing tools such as professional journals are the primary source for authoritative information about current material. Selections are also made from publisher's announcements, distributor's pre-selection lists, newspaper reports or reviews, perusal of local bookstores, or customer requests. Materials may be reviewed or analyzed from online sources. In certain cases the library may make use of experts in the community to evaluate or make recommendations on specific sections or subject areas of the collection.

c) Scope of collection

i). Primary and secondary roles

Bowen Island Public Library strives to provide a balanced collection that supports the primary and secondary roles of the library, as described in section 2.c. The Library Board recognizes, however, that it is impossible for a small public library to provide a completely balanced and comprehensive collection that is strong enough to meet all community needs. As a member of an automated resource sharing network (Outlook Online), and a member of a federated public library system (InterLINK), Bowen Island Public Library supplements its resources with materials borrowed from other libraries through interlibrary loan and reciprocal borrowing.

ii). Formats

Materials are purchased in the most appropriate format for Library use. Books may be purchased in hard cover, trade paper or mass market paperback depending on the expected demand, use and price of the book.

Although the majority of the Library's collection is offered in print format, valuable information is increasingly available in audio-visual and electronic formats and the Library will select materials in these forms when they are suitable in content and effective in treatment. Non-print formats are judged in terms of the "General Criteria for Selection" (Section 3.d.). The library monitors the development of new formats and, within budgetary and technical limitations, may establish collections in these formats when a significant portion of the community has access to the necessary technology to make use of the format. The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability of items in this format; ability to maintain or expand this collection; cost per item; the Library's ability to acquire, process, and circulate the items in the specific format.

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. These formats include periodicals (magazines), newspapers and annuals or continuations. They may be in print, microform, or electronic formats. Back issues are generally not retained for more than one year, although decisions to retain back issues may be made on a title-by-title case. Factors to be considered in any retention decision are: cost, usage rates, shelf or storage space required, computer compatibility, availability of the title in another format or from another library, and existing indexing of the title.

iii). Materials not collected

Due to finite resources, there are certain materials that Bowen Island Public Library does not collect:

(1) Textbooks

The Library does not acquire textbooks used by local schools, colleges or universities, as it is the responsibility of the libraries of those institutions to provide copies of these course materials to their students. Textbooks may, however, be purchased in specific subject areas where there is little or no materials in any other format, or in those instances where they substantially add to the collection.

(2) Genealogy materials

Some basic materials on genealogical research is collected by Bowen Island Public Library, but more specialized publications such as family histories, etc. are not collected.

(3) Rare books

As it is the public Library's function to make materials available to all users, the Bowen Island Public Library does not collect rare or unusual materials that require special handling. Rare publications pertaining to Bowen Island history will be given to the Bowen Island Historians for preservation and protection in their archives.

(4) Annuals and continuations

Certain annual or frequent publications on particular subject areas may not be collected, or may not be updated annually due to the breadth required to make a comprehensive collection, or due to budgetary restrictions. Examples are travel guides and computer software and programming publications that are highly dependent on currency, and are expected to be collected very broadly.

d) General Criteria for selection

Materials selected will meet high standards in quality, content, expression and format. Each proposed selection is evaluated on its own merit and in relation to the collection as a whole. All materials selected, whether purchased or donated, shall be considered in terms of the following criteria (listed in random order):

- Appropriateness to library's mission and service roles
- Quality and style of writing
- Artistic excellence, or literary merit
- Subject matter, scope and suitability for intended users
- Demand in the community and current trends
- Comments of reviewers, critics and publishers;
- Relationship to the existing collection;
- Timeliness (contemporary or historical significance)
- Accuracy, and objectivity of the information
- Reputation and authority of the author and publisher
- Suitability and quality of physical form, layout and construction;
- Purchase price and other budgetary considerations;
- Space requirements
- Contribution to balance of treatment of a controversial subject;
- Availability of materials through other libraries in the area;
- Inclusion of work in bibliographies, recommendation lists, indexes

Items chosen for the collection should meet most – not necessarily all – of these criteria.

The library will attempt to represent all approaches to public issues of a controversial nature. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

Donated materials are evaluated using the same selection criteria listed above and following the guidelines outlined in the Donation Policy (Section 7).

4. Specific or special collections

a) Reference

Reference materials are for in house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories. Additional selection criteria for reference materials include: ease of use, format, authoritativeness, frequency of use, scope and depth of coverage, demands on subject areas which circulating collection cannot meet. Materials of high value, or fragile construction may be placed in the reference collection to prolong their library usefulness.

b) Electronic resources

This category includes computer-based information resources available via the Internet or on a locally installed CD-ROM. In some instances, this material may be available to registered library users at remote locations via the Library's Web page. This collection includes, but is not limited to, citation or full-text databases and instructional multimedia

programs. The following criteria should be considered when considering computer-based resources for the collection: compatibility with available equipment and/or existing operating systems; ease of use by library users, including enhanced searching capabilities; price of print format versus electronic; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance and updating of database; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

c) Adult Audio materials

i). Audio Books (Cassettes and CD's)

Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. Fiction is emphasized over non-fiction. Commercially available titles are primarily abridged.

A comprehensive collection of unabridged books on audiocassette is available exclusively for the print disabled. To obtain these materials, the Library is required to observe the User Eligibility Guidelines of the Provincial and InterLINK Audiobooks Program.

As patrons move from cassette players to CD's the ratio of these materials will also change over time

ii). Music (CD's)

A small CD music collection was donated to the library in 1999. That collection constitutes the current adult music collection. No budget has been allotted to maintain, increase or repair this collection. Audiocassette tapes for the music collection are not purchased or collected.

d) Adult Visual materials -Video, DVD and other visual media

This collection consists of videorecordings primarily, though other formats will be considered or added as per (C. iii. – "Formats").

The goals of the adult visual media collections are:

i). To provide basic information on a variety of subjects of interest to patrons through the non-fiction video collection. This collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.

ii). To provide patrons with entertainment videos including feature films with an emphasis on quality entertainment and literature based material. The focus of the entertainment video collection (in English and foreign language) is towards quality productions, classic or historically significant feature films, award winning or critically acclaimed short and feature films, with a special consideration towards those which are not easily available from Bowen Island video stores.

Videos are protected by copyright and are purchased in "home use only" licensing.

e) Children's Materials

Bowen Island has a higher than average percentage of children ages 0-14 (see Appendix A) and children's literacy is a primary role for the library. As such the children's collection is a highly valued part of Bowen Library collection.

i). Books

The need for a balanced children's collection is recognized. Children's books are collected at levels and in formats that are age appropriate. Illustrated books are selected using criteria for artwork and illustration as well as text.

ii). Children's audio materials

Popular audiocassettes, CDs, and books with audio materials are purchased for general recreational use. They consist of fairy tales, poetry, songs, stories, and nursery rhymes.

iii). Children's visual materials

The purpose of the children's video collection is to provide children with a quality selection of preschool learning and entertainment ideas; film versions of children's literature; selected non-fiction videos that reflect areas of interest across generations (i.e. dinosaurs, animals, ancient civilizations, etc.) and award winning children's films.

iv). Young Adult Materials

The library selects fiction written especially for the young adult audience, ages 12- 16. Young Adult fiction is selected from reviews and notices of books in this genre. Hi-Lo, series and some ephemeral titles in paperback are also selected according to demand. Paperbacks are emphasized mainly in response to demand. Young adult non-fiction is not specifically labeled or purchased as a separate collection. Non-fiction materials suitable for young adults are selected using the adult non-fiction criteria and form part of the general adult non-fiction collection.

f) Periodicals and newspapers

Periodicals are an important source of new ideas, current topics, consumer information, and recreational reading material. Bowen Island Public Library subscribes to a range of general interest periodicals, national newspapers, and the local Bowen Island newspaper. Additional full text periodical coverage is provided through paid databases accessible in-house as well as remotely. Periodicals are generally retained for one year and newspapers for 2 weeks to one month. The periodicals collection is reviewed annually for additions and deletions.

g) Bowen Island Local Collection

The Bowen Island Public Library attempts to acquire at least one copy of all printed material relating to Bowen Island and its residents. The Library maintains a collection of works by or about Bowen Island and its residents, which may include works by local authors, photographers, illustrators, editors, filmmakers, actors, etc., and books, articles, or audio-visual materials about Bowen Island or its residents. Materials are collected based on their connection to Bowen Island rather than the general selection criteria. Residents of Bowen Island are defined as those persons maintaining permanent full-time residence on Bowen Island for at least one year. Works are removed from the local collection after the creator of the work has not resided on Bowen Island for 5 years. Local materials may not be collected if their price, format or subject matter is deemed inappropriate to the library's mission or service roles.

The library refers patrons to the Bowen Island Museum and Archives for historical information. The Historians hold a comprehensive collection of photographs, newspaper articles, documents and indexes about the history of Bowen Island.

h) Government Documents

While the Bowen Island Public Library (BIPL) strives to provide current government information to its patrons, the library does not archive or otherwise hold government documents indefinitely. Much of the Provincial and Federal Government information is now readily available through the Internet.

i) Local Government documents prior to municipal incorporation in 1999, may be kept for a maximum of 10 years dependent upon their relevance to current use of the collection.

ii) Municipal Documents:

- (1) As the Bowen Island Municipality (BIM) archives its own documents, the library will hold BIM documents that it receives automatically or otherwise requests, for 3 years. Documents will be weeded and deleted early in the calendar New Year and 3 years will be kept on file.
- 2) Notices of meetings will be posted and then discarded after the meeting date.
- 3) Full Agendas will be kept for three months.
- 4) Minutes and reports will be kept for 3 (three) years.
- 5) Bylaws will be kept on file until such time as the bylaw is updated, amended or changed.
- 6) Other municipal documents will be kept for 3 (three) years, unless they are seen to be relevant to the collection long term.

iii) Provincial Documents:

- 1) Provincial documents are collected according to local relevance and relevance to the library collection. Provincial documents will be kept for 3 years. Withdrawn items will be immediately discarded.

iv) Federal Documents:

- (1) Federal documents are collected according to local relevance and relevance to the library collection. Federal documents will be kept for 3 years. Withdrawn items will be immediately discarded.

- i) Large Print

The provincially supported large print collections for small libraries was disbanded in 1996. Since that time the Bowen Island Public Library has developed a small collection of adult fiction titles purchased in large print format and shelved with the regular hardcover fiction collection. These titles are identified by unique spine labels and by a subject heading “Large Type Books” in the library catalog.

The library recognizes that due to space and budget limitations it is unable to satisfy the community needs for large print materials, and as such offers interlibrary loan service for large print materials, and refers mobile patrons to other InterLINK libraries.

- j) Language materials

The community of Bowen Island is predominantly English speaking and English as first language (see Appendix A). Therefore, and due to limited space and budgets, Bowen Island Public Library does not collect materials in languages other than English. Multi-lingual collections are available through interlibrary loan from neighbouring libraries. Bowen Island Public Library maintains a small collection of children’s materials (primarily fiction) in French to supplement required French language instruction at the Grade 4-9 level.

Bowen Island Public Library also collects basic language-learning materials in French, Spanish, German, and Italian, as well as traveler’s language materials in other languages to meet demand.

5. Collection Maintenance (Weeding, replacement, repair)

- a) Guidelines for Weeding

Weeding is an integral part of the collection development process. An active, continuous and systematic weeding program is essential in maintaining a viable, current, relevant and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage.

Local collection materials are given special consideration because of their unique community value on Bowen Island. Even if this material meets weeding criteria, it may not necessarily be discarded.

- b) Criteria for Weeding

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be discarded. The following criteria are considered for material withdrawal.

- Frequency of circulation
- Duplicate copies of seldom used titles
- Timeliness
- Demand or interest
- Accuracy
- Physical condition
- Anticipated use
- Availability at other libraries
- Newer editions (encyclopedias should be no older than 5 years in the reference collection)
- Impairment of usefulness due to incomplete set or series,
- Superseded information, or newer, more comprehensive or accessible formats
- Possibility of replacement if desired

c) Replacement

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors:

- whether the item is still available and can be replaced;
- whether another item or format might better serve the same purpose;
- whether there remains sufficient demand to replace the item;
- whether updated, newer, or revised materials might better replace a given item;
- whether the item has historic value;
- whether another networking agency could better provide that or a comparable item;
- the number of copies held in the collection;
- the existing coverage of the subject within the collection;
- the cost of mending versus the cost of replacement.

d) Repair

All repair decisions are made after weeding and replacement criteria are applied to the damaged item. Bowen Library has limited staff and volunteers to perform quality repairs to bindings. Hard covers with broken bindings or more than 5 loose pages may be outsourced for repair through Vancouver Public Library's Bindery or other binding business, if the cost of repair is significantly lower than replacing the item, or if the item is no longer in print. Hardcover materials are repaired in-house for minor tears, marks, simple glue repairs, or cover replacement. They may be circulated with damage noted if the damage is minor.

Paperbacks are repaired only for simple tape repairs.

6. Controversial materials and Reconsideration request

In order to represent the diversity of thought within the community, it is very important that the public library's collection contain materials representing differing points of view

on public issues of a controversial nature. The Bowen Island Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

There may be occasions when a member of the community may be concerned about a particular item in the Library's collection. If a library user wishes the Library to reconsider material that is in the collection, a *Statement of Concern about Library Resources* form (see Appendix B) is available at the main circulation desk. This form must be completed in its entirety and returned to a Library volunteer or staff member who will forward it to the Chief Librarian. Once the form is received, the Chief Librarian will review the completed form, as well as the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. A written response from the Chief Librarian will be sent within four weeks.

In the event that the concerned library user is not satisfied with the response of the Chief Librarian, she or he may arrange to meet to discuss the matter with the Chief Librarian. This must be done within fourteen days of receiving the written response. If the library user is not satisfied at this level, they will be invited to attend the next regularly scheduled meeting of the Library Board. The Board, after hearing the concern, may either wish to appoint a special review committee, or recommend a policy regarding the item in question. In either case, a letter will be sent to the library user informing him or her of the Board's decision. Final authority rests with the Library Board.

7. Gifts and donations

The Bowen Island Public Library welcomes gifts and donations of materials, and monetary donations to purchase materials.

Donated items will be carefully reviewed for their overall contributions to the Library's mission, Board ends, service roles and relevance to the collection. Once received, all donations are the exclusive property of the Bowen Island Public Library and will be treated on an equal basis with purchased materials with regard to the inclusion, display, housing, circulation and disposition of the materials.

Materials donated to the Library will be added to the collection if they meet the criteria for materials selection and are in good physical condition; however, since processing and housing materials is expensive, the library reserves the right to accept or discard any materials received as donations. Gifts/donations that are not added to the collection are usually put in the library book sales or forwarded to other libraries.

Cash donations and bequests of money may be made to the Bowen Island Public Library Foundation. The donor may request that these funds be used for the development of specific collections, but the Library Board reserves the right to select materials it deems appropriate.

Appendices

APPENDIX A

Statistics Canada 2001 for Bowen Island

The percentage of population ages 14 and under is 22.5% on Bowen Island, compared with the provincial average of 18%. Sixty percent of the population ages 20-64 has college or higher education, and the average full time income is \$51,081 compared to the provincial average of \$44,307. The visible minority population is very low at 5% compared to the provincial average of 21%. Of first languages spoken, 92% of Bowen's population learned English only, 1% learned French only and 6% learned a language other than English or French.

APPENDIX B

REQUEST FOR RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

You are welcome to review our Collection Development Policy which outlines the Library's policies on materials selection and intellectual Freedom. Please ask for a copy at the front desk.

Title: _____

Author/Composer/Artist: _____

Publisher and date of publication: _____

1. What brought this resource to your attention? (For reviews, please give publication details)
2. Have you read/viewed the entire work? If not, what sections did you review?
3. For what reasons do you object to this material?
4. Are there specific sections to which you object, or do you object to the work as a whole? Please be specific and give page references where applicable.
5. For what group or groups might you consider this material appropriate?
6. What resources do you suggest to provide additional information on this topic?
7. What action would you like the library to take on this material?

YOUR NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

Thank you for your concern and comments. The Library Director will review the material in light of your comments, involving other professional staff as appropriate. We will send you a written notice of our decision regarding the material. This decision may be appealed to the Board of Trustees if you feel that is necessary.