

# 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](mailto: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

**NYLA INTELLECTUAL FREEDOM COMMITTEE  
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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.