Statement of Concern – Library Material

Process for stating concerns regarding material within the CCC Library collection.

Step 1) Complete the "Statement of Concern – Library Material" form below. You may wish to photocopy the completed form for your records.

Step 2) Submit the form in hard copy to any library staff member. The library staff member will forward your form to the Library Department Chair.

Step 3) Await a response. The Library Department Chair will contact you within five (5) business days of the date listed on the form to arrange a meeting to discuss your concerns.

Step 4) Meet with the Library Department Chair. At the meeting, the issues regarding the library material will be defined and solutions will be discussed.

Step 5) Await a decision. After gathering more information (if needed), the Department Chair will make a decision regarding the library material and will communicate that decision to you.

Step 6) Follow up, if needed. If you believe the decision of the Library Department Chair does not address your concern, please ask the Library Department Chair to forward your concern to the Dean of Institutional Effectiveness and Planning (IEP).

Statement of Concern – Library Material

Your Name: ________________________________ Date: _____________

Phone Number: ________________________________________________________

Email Address: __________________________________________________________

Are you a current Clackamas Community College student? □ Yes □ No

Please describe your concern. Use the back of this sheet, or another attached sheet, if you need more room.