Overview of the Collection

Collection ID: 2011-04-001
Record Group: RG 5/3 (Library and Learning Resources – Challenged Materials)
Series Title: Library Challenged Materials Files
Source: Zayed University
Dates: 2001-2005
Quantity: 0.5 linear feet (1 box)
Location: Dubai Archives Storage
Restrictions: RESTRICTED. Permission to access must be obtained from Library Administration.

Scope and Contents of the Records

This collection documents Zayed University’s Library Challenged Materials policy and procedure, including records for each individual item in the library collection that has been challenged and the decisions that were made. The records begin in 2000 and go through approximately 2005, with several items undated. It is not comprehensive, and as additional materials are located they will be added to the collection.

In essence, the procedure for challenging library materials begins with an initial complaint form about an item being submitted by students or staff, which details the specific complaint about the item. The Library Dean or Chief Information Officer convenes the Challenged Library Materials committee as needed, and decisions are made about each individual item (obscure text/images; return to open shelves; place in Special Collections, etc.). Notes are added to the library catalog and the materials are reprocessed as needed. These actions are documented in this collection, which also includes reference items for decision-making, such as individual colleges’ policies on textbook and other material purchasing.

Index Terms

جامعة زايد
Library Administration – United Arab Emirates.
Access to Information – United Arab Emirates.
Libraries – Censorship – United Arab Emirates.
Collection development (Libraries) – United Arab Emirates.

Administrative Information

Preferred Citation(s):
Chicago Manual of Style
American Psychological Association (APA) Style
Zayed University. [Include date of item here, in parentheses.] [Include cited item and folder here.] (Record Group 5/3; Accession No. 2011-04-001). University Archives. Zayed University, Dubai/Abu Dhabi, United Arab Emirates.

Accession Information:
Accession number(s): 2011-04-001

Processing Information:
Processed by Heidi Butler, April 2011

Detailed Description of the Records

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Item</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1</td>
<td>Folder 1</td>
<td>Challenged Materials – Lists (2002)</td>
<td></td>
</tr>
<tr>
<td>Folder 2</td>
<td>Challenged Materials – Lists (2005 and no date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folder 3</td>
<td>Challenged Materials – Meetings (2000; 2002)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folder 4</td>
<td>Challenged Materials – Forms, Recommendations, Department Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folder 5</td>
<td>Challenged Materials – Individual Item Forms (Folder 1 of 2)</td>
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<td></td>
</tr>
<tr>
<td>Folder 6</td>
<td>Challenged Materials – Individual Item Forms (Folder 2 of 2)</td>
<td></td>
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</tbody>
</table>