

Request for Reconsideration Policy

Serious objections to titles owned by the library should be in writing. The library provides a *Material Reconsideration Form* that is to be filled out and signed by the patron.

The request should be returned to the Librarian who will examine the complaint, the material in question, and the circumstances involved in the complaint. The Librarian will submit to the patron no later than one week after receipt of the request, a response based on the reasons for the selection of the material and the policies of the library. A copy of the library's *Collection Management Policy* will be included with the response.

If the complainant feels the Policy Statement does not support the response of the Librarian, the patron has the right to an additional hearing on the complaint with the Library Board. Scheduling must be done by the Librarian at least one week before the board meeting to be put on the posted agenda.

The Library Board recognizes that while individuals are free to reject materials for themselves, which they do not approve, they do not have the right to restrict the freedom to read of others. Items that are offensive to individuals or groups will not be removed from the library in response to those objections. Whenever the question of censorship is involved, no library material shall be removed except under unanimous vote of the Library Board.

Parents and guardians are responsible for supervision of their minor's use of library materials. Items on rare occasions may be removed from the library's children's collection if it can be agreed that its presence in the collection constitutes a danger to children.

Material Reconsideration Form

Name _____

Date _____

Address _____

Phone _____

Resource to which you object _____

Title _____

Author/Producer _____

What is your objection?

Did you examine the work in its entirety?

For print or published media: Have you read any reviews of the material?

Are there any positive aspects to the material?

Please make any further comments you see as relevant. For additional space, please use the reverse side of form. You may attach additional explanatory materials, etc. if necessary.

Signature _____