



## **POLICY: Request to Reconsider Materials**

### **Purpose**

To provide a process by which a person(s) may make a formal request for reconsideration of a library resource.

### **Statement of Policy**

Persons who are concerned about the appropriateness of library materials or are unsatisfied with an informal discussion about a library resource may make a formal request for reconsideration of the work in question.

The following steps shall be used when a formal request for reconsideration is made.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, Materials Selection Policy, a Request for Reconsideration Form, and the Library Bill of Rights.
2. To make a formal request for reconsideration a Request for Reconsideration Form must be completed and submitted to the library director.
3. The director shall review the reconsideration form and the material in question, to determine whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director shall make a decision and send a letter, stating the reasons for the decision, to the person who requested the reconsideration.
5. While a request for reconsideration is under consideration, the material in question shall remain in circulation in the library collection.
6. If the individual is not satisfied with the decision, s/he must submit a written appeal to the Board of Trustees within 10 business days.
7. The board shall notify the individual when and where the board will meet to review the request.
8. The Board of Trustees reserves the right at such a meeting to limit the length of public comments by the individual and the public.
9. The decision of the board is final. Neither the director nor any other staff member shall remove the item from circulation until this process is complete.



10. Withdrawn books shall be donated to the Friends of the Library for disposal according to its discretion.

**Sources**

American Library Association's Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries.

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

Adopted by the Ilseley Public Library Board of Trustees on September, 1996

Amended on January 14, 2019



## Request for Reconsideration Form

The trustees of Ilsley Public Library have established a Materials Selection Policy and a form for receiving requests for reconsideration. If you wish to request reconsideration of a resource, you must first complete and return to the library director the form below.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording

Digital Resource  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. Have you read/viewed/listened to the resource?

3. What concerns you about the resource?

4. What, if any, resource(s) do you suggest to provide additional information and/or other viewpoints on this topic?



5. What action by the Library are you requesting?

<b>For Internal Use</b>		
Director decision	DATE:	SIGNED (DIRECTOR):
Appeal received by trustees	DATE:	SIGNED (BOARD PRESIDENT):
Meeting warned	DATE:	SIGNED (BOARD PRESIDENT):
Board Decision	DATE:	SIGNED (BOARD PRESIDENT):