

POLICY: Request to Reconsider Materials

Purpose

To provide a process by which a library patron may make a formal request for reconsideration of a library resource.

Statement of Policy

The library upholds the right of the individual to secure diverse resources in accordance with the tenets of the First Amendment, even if content is controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Any library patron has the right to express concerns about library resources. Patrons may express an informal concern or formal request for reconsideration of a library resource. Informal concerns should be brought to library staff for discussion and help finding alternate materials. Staff who have had an informal request for reconsideration brought by a patron will conduct a review of the item's current alignment with the Library's Materials Selection Policy, but no withdrawals based off a request for reconsideration will occur on the basis of a single staff member's review. Patrons are not necessarily notified of the decisions made through informal complaints.

Library patrons who are still concerned about the appropriateness of library materials after an informal discussion about a library resource may make a formal request for reconsideration of the work in question. Patrons may only make one formal request for reconsideration at one time.

A questioned item will be considered in its entirety, not judged solely on portions taken out of context.

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 hard copy of the Request for Reconsideration Form must be completed in full and submitted to the library director.
3. The director with appropriate library staff shall review the Reconsideration Form and the material in question, to determine whether its selection and retention follows the criteria stated in the Materials Selection policy.
4. Within 15 business days, the director shall make a decision and send a letter, stating the reasons for the decision, to the patron 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 patron is not satisfied with the decision, they must submit a written appeal to the Board of Trustees within 10 business days.
7. The board shall notify the patron 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 patron 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. Items that have been reviewed by the Library Director and/or Board of Trustees according to the procedures listed above will not be reviewed again for three calendar years.
11. Withdrawn books shall be donated to the Friends of the Library for disposal according to its discretion.

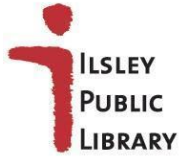
Sources

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

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

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

Amended on January 14, 2019; September 9.24.2023; January 8, 2024



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 _____

Library Card Number: _____

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 _____

ISBN: _____

2. Have you read/viewed/listened to the resource in full? Yes No

3. What benefits might this item have to members of our community?

4. What concerns you about the resource?

