

SUBJECT: LIBRARY RECONSIDERATION OF MATERIAL POLICY

1. **PURPOSE:** To ensure that the libraries selection of materials reflects the institution’s philosophy, mission, and guiding principles.
2. **SCOPE:** The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be 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.
3. **GENERAL:** Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the library director. If the patron is not satisfied with the response to their request, the director will provide the patron with information and a form to request formal reconsideration of the library resource.
4. **RESPONSIBILITIES:**
 - a. Library Board of Trustees will:
 - i. Form a reconsideration committee comprised of:
 1. Board Members
 2. Library Director
 3. Readlyn School District Teacher
 4. Longtime/Regular Patron

NOTE: If any member type is unavailable for a Reconsideration Committee the Board President and/or Library Director will choose a substitute that reflects community diversity to the best of their ability.

- b. Library Director will:
 - i. Ensure all staff, volunteers, and patrons are informed of library Reconsideration Policies and/or Procedures
 - ii. Discus material selection with patrons
 - iii. Provide the reconsideration policy and form on request
- c. Library Staff will:
 - i. Alert the Director to any patron concerns

- ii. Inform patrons that material matter must be discussed with the Library Director
- d. Reconsideration Committee:
 - i. Will review all materials in question
 - ii. Meet in person once material have been reviewed and discuss material in question
 - iii. Vote to keep material as currently classified, reclassify material, or remove material from circulation
 - 1. Reclassification requires a majority vote
 - 2. Removal requires a unanimous vote

Request for Reconsideration of Material Form

The trustees of Readlyn Community Library have established a materials selection policy and a procedure for gathering input about particular items and their potential reclassification or removal.

Completion of this form is the first step in that process. If you wish to request a reconsideration of a resource and/or material, please return the completed form to the library director.

NOTE: If you wish to have more than one resource or material reconsidered a separate form must be completed for each. Forms must be returned and fully completed in order for the reconsideration process to begin.

Author: _____

Title: _____

Publisher: _____

Request initiated by: _____

Telephone: _____ Address: _____

Complainant represents: Himself/Herself: _____

Name of Organization: _____

1. To what in the material do you object? Please be specific. _____

2. What material do you feel is the result of reading or viewing this material? _____

3. For what age group would you recommend this material? _____

4. Is there anything good about the material? _____

5. Did you read or view the material in its entirety? Yes / No (circle one)

6. Are you aware of the judgment of this material by literary critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like the Librarian to do about this material? _____

9. What do you see the purpose of this material? _____

10. What other material serving substantially the same purpose, would you recommend in place of this?

Date: _____

Signature of Complainant: _____