

Request for Reconsideration

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials and programming to the Library Director and has established reconsideration procedures to address concerns.

Name

Address

City

Phone

Do you

1. Type of resource on which you are commenting: All formats

☐ Book (e-book) ☐ Audio Recording ☐ DVD ☐ Game
☐ Magazine/Newspaper ☐ Content of Library Program
☐ Other, please specify:

Title The dog Knight

Author/Producer/Presenter Whitley, Jeremy

2. What brought this resource to your attention?

Parental

3. Have you examined the entire resource? If not, what sections did you review?

Detailed Summary

4. What concerns you about the resource?

exploitation of children

5. What action are you requesting from the Library

Removal

Process: As outlined in the Library's Materials Selection Policy #3020: No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal. The Library Board may issue an additional extension if necessary in order to fully evaluate the material.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.