

PROCEDURE FOR RECONSIDERATION OF LIBRARY MATERIALS

Throughout this process, the questioned material will remain available in circulation until the final action is taken.

The Library will reconsider any material in its collection upon written request of a patron. The request procedure is as follows:

1. The staff member receiving the complaint will provide the complainant with the *Patrons Request for Reconsideration of Library Materials* form, instruct them to complete it, and deliver to the Administration Office at SHRLS Headquarters.

2. The Collection Services Manager will immediately investigate and a written report of the findings will be given to the Director within five (5) working days.

3. Upon receipt of the Collection Services Manager's report, the Director will notify the complainant of the recommended action.

4. The complainant will be given the opportunity to appeal the recommendation to the Board of Trustees. The complainant will be notified of this option in writing at the time the recommendation is sent by the Director.

5. A written request for appeal may be filed with the Board of Trustees within ten (10) working days. If a request for an appeal is filed, the Director will report the recommendation concerning the questioned material at the next full Board of Trustees meeting.

6. The Board of Trustees can either accept the Director's recommendation as is, or decide to form a committee to discuss the matter further. The committee shall be appointed by the Chairperson of the Board of Trustees, consisting of at least five members with all counties in the SHRLS service area represented.

7. The Board appointed committee will report its recommendation to the full Board of Trustees at its next meeting where they will vote on the committee's recommendation.

8. The Director will act in accordance with that decision and notify the complainant.

THE BOARD DECISION IS FINAL

***PATRONS REQUEST FOR RECONSIDERATION OF
LIBRARY MATERIALS***

TITLE _____ Call # _____

Material Format:

BOOK

Author _____ Hardback _____ Paperback _____

Publisher (if known) _____

Audio/Visual _____

OTHER: Please specify _____

Request Initiated By (NAME): _____

Library Card # _____

Telephone _____

Address _____

City _____ State _____ Zip _____

Complaint represents:

Self

Organization/Name _____

Other _____

Please answer the following questions. Additional paper may be used and attached.

1. To what in the book or other material do you object? (Be specific; cite pages)

2. Have you read the book or listened/viewed the item in its entirety? Yes ____ No ____

If not, what parts have you viewed or listened?

3. What do you feel might be the result of reading/viewing/listening to this material?

4. For what age group do you recommend this material?

5. What points of value did you find in this material?

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

7. Have you read any literary reviews of this material?

(Please list publication and author of review)

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

9. What would you like your library to do about this material?

10. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

11. Do you know of anyone else who objects to this material?

Who? _____

Signature of _____
Complainant _____ Date: _____