

## Reconsideration of a Work

The library recognizes that some materials are controversial in nature and may offend some patrons. However, disapproval of an item by an individual or group should not be the means by which that item is denied to all individuals or groups.

Although materials written solely to trade on sensationalism are not knowingly added to the collection, works which present an honest and realistic picture of some problem in or some aspect of life are not excluded because of frankness, language or description. Library materials are not marked or labeled to indicate approval or disapproval of their contents.

The choice of library materials by users is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others.

If a patron finds any portion of the library's collection objectionable, he/she may file a formal request for reexamination of the materials by completing a Citizen's Request for Reconsideration of Library Material Form, which is available at the circulation desk. Citizens are asked to make their specific comments IN WRITING. The completed form facilitates the further study of the material in question and permits the Library to respond to its citizen's requests and concerns in writing. Please note, however, that once an item has been accepted as qualifying for purchase under this policy, it will not be removed at the request of those who disagree with it unless the material can be shown to be in violation of this policy.

If a patron complains about an item in this library's collection, the senior staff member available will establish the specific nature of the complaint. If the patron wishes to have the material formally reconsidered, the library staff member will:

1. Provide a copy of the complete SDL Collection Development policy to the patron.
2. Provide a Request for Reconsideration form to the patron.
3. Provide the patron with a copy of the completed form.
4. Forward the request to the Library Director.

A completed reconsideration form will be reviewed by the Director. The Director will respond to the patron in written form describing the action the library will take in regard to the complaint. The Collection Development Policy will act as the basis for the response. If a patron is not satisfied with the Director's response, a formal Board hearing may be requested in writing. The Board will decide what course of action to take in accordance with this Material Selection Policy.

## Citizen's Request for Reconsideration of Library Material

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Format: \_\_\_\_\_

1. What is your objection to this material? (Use specific examples & cite page #, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you read, viewed or listened to the entire material? \_\_\_\_\_

3. What, in your opinion is the theme of the material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you think will be the result of using this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is there anything good about this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you aware of the judgment of this material by literary critics or reviewers?  
\_\_\_\_\_

7. Are you objecting to the entire material or just portions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What would you like the library do to with this material? \_\_\_\_\_

9. In its place, what material of equal informational/literary quality would you recommend that would convey as valuation and perspective of the subject treated?  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_