

## **Reconsideration of a Library Material Policy**

The Sanilac District Library Board has delegated the responsibility for selection and evaluation of SDL's collection to the Library Director and has established procedures to address concerns about those resources. SDL recognizes that some materials are controversial in nature and may offend some patrons. Although materials written solely to trade on sensationalism are not knowingly added to the collection, works which present a realistic view of a problem in or an aspect of life are not excluded because of frankness, language or description. However, disapproval of an item by an individual or group should not be the means by which that item is denied to everyone. The choice of library materials by users is an individual matter. While someone may reject materials for personal use, no one should exercise censorship to restrict access to the materials by others.

If a patron finds any portion of SDL's collection objectionable, a formal complaint may be made by completing and filing a Request for Reconsideration of Library Material Form which is available at the Circulation Desk or on SDL's website. The completed form facilitates the further study of the material in question and permits SDL to respond to patron requests and concerns. Verbal complaints are not regarded as a request for reconsideration. 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.

The completed Reconsideration of a Material Form and the item in question will be reviewed by the Library Director who has up to sixty (60) days to complete the process for each form. The Director will respond to the patron in writing and describe the action that will be taken in regard to the complaint. SDL's Collection Development and Material Selection Policy will act as the basis for the judgement.

If a patron is not satisfied with the Director's response, a formal hearing with the Library Board may be requested. The request must be made in writing and delivered/mailed to the Library Director. The request must be received at least one week prior to the next scheduled Library Board Meeting for it to be added to the agenda. The Library Board will listen to the comments of the complainant but a decision will not be made at the time of the hearing. The Library Board will have sixty (60) days to review and consider the complaint. The Library Board will decide what course of action to take in accordance with SDL's Collection Development and Material Selection Policy. All decisions of the Library Board are final.

Updated: 5/16/2023

## Request for Reconsideration of Library Material Form

The Sanilac District Library Board has delegated the responsibility for selection and evaluation of SDL's collection to the Library Director and has established procedures to address concerns about those resources. Completion of this form is the first step. Please return the completed form to Sanilac District Library in care of the Library Director. Only completed forms will be accepted.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a SDL cardholder? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you live, work or own property in SDL's legal service area of Sanilac Township or Carsonville-Port Sanilac School District? Yes \_\_\_\_\_ No \_\_\_\_\_

Who do you represent? Self: \_\_\_\_\_ Organization: \_\_\_\_\_

Title of item: \_\_\_\_\_

Author: \_\_\_\_\_ Format: Book Magazine Movie

What is your objection to this material? (Please be specific. Cite page numbers)

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Did you read, view or listen to the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_

What, in your opinion, is the theme or intent of the material? \_\_\_\_\_

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In your opinion, what might be the result of reading, viewing or listening to this work? \_\_\_\_\_

Is there anything good or enjoyable about this material? \_\_\_\_\_  
\_\_\_\_\_

What professional reviews have you read or seen about this material? \_\_\_\_\_  
\_\_\_\_\_

What action do you want the library to take in regards to this material? \_\_\_\_\_  
\_\_\_\_\_

How would such an action improve the SDL's service to the community:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In its place, what material of equal informational or literary quality would you recommend that would convey the same perspective, subject or content?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please deliver completed form to:  
**Sanilac District Library**  
Attn: Library Director  
7130 Main Street  
PO Box 525  
Port Sanilac, MI 48469

Or email to:  
**sanilacdistrictlibrary@yahoo.com**