

YOUR HOME PUBLIC LIBRARY

POLICY # 400-14

EFFECTIVE DATE: 07/14/14

OPERATIONS
Reconsideration Of Library Materials

STATEMENT: The choice of library materials by patrons is an individual matter. While a person may reject materials for himself he may not exercise censorship to restrict access to the materials by others. Your Home Public Library recognizes that a diversity of materials may result in some requests for reconsideration.

PURPOSE: The purpose of this policy is to provide a procedure to assure that objections or complaints about library materials are handled in an attentive and consistent manner.

POLICY:

A. The person with the request for reconsideration should be referred immediately to the Library Director or to the person in charge in the absence of the Library Director. The person in charge should explain to the patrons that selections are made in accordance with the Collections Development Policy of the Board of Trustees of the Your Home Public Library. If the user is not satisfied with the explanation received, s/he may ask for reconsideration in the following manner:

1. The person making the request for reconsideration must complete a *Request For Reevaluation of a Book or Other Library Material* form (Attachment A).
2. The *Request for Reevaluation* will be referred to a committee consisting of the Library Director, the person selecting the books and another Library professional.
3. The committee will reconsider the item in question using the Collection Development Policy and reviews from recognized professional sources.
4. The Library Director will then write to the patron regarding the committee's recommended action. The reviewer's comments will be kept confidential by all concerned. Brief quotes, however, may be used in the Library Director's letter to the patron.

B. If the patron desires further action, an appeal can be made in writing to the Your Home Public Library Board of Trustees.

Reviewed:

Revised:

Adopted on 07/14/2014 at the Your Home Public Library Board Meeting.

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Policy #400-14
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Attachment A

REQUEST FOR REEVALUATION OF A BOOK OR OTHER LIBRARY MATERIAL

TITLE: _____

AUTHOR: _____

BOOK? _____ IF NO, WHAT? _____

Name of person making request: _____ Email: _____

Address: _____ Phone: _____

Patron Represents Self: _____ A group? _____

If Group, give name: _____

1. What do you believe is the theme or purpose of the material?

2. Is your objection to this material based upon personal exposure to it?

3. Have you read/heard/seen the material in its entirety? _____

4. To what do you specifically object? _____

5. Does the material have any merit or value? _____

6. Are you aware of the literary /educational /professional reviews regarding the book or material?

7. What action would you recommend be taken regarding the use of this material?

Signature: _____

Date: _____