

Bastrop Public Library Board

**Reconsideration of Materials Procedure Form**

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

Title of Material: \_\_\_\_\_

Call # of item: \_\_\_\_\_

In the event of an appeal of the Director's decision regarding a request for reconsideration of materials, the Library Board members on the Reconsideration Committee appointed by the Director shall examine the following:

1. The background information presented by the Library Director
2. The relevant Request for Reconsideration form
3. The Board members on the Reconsideration Committee shall review the subject material in its entirety. Board committee members shall inform the entire Board of the Reconsideration Request so that they may elect to reviewing the subject material.
4. Has the request been handled by the staff in accordance with the stated policies and procedures in the Collection Development Policy?
5. Has the Board considered the best interests of the community as a whole?

Recommendation to the Library Board:

\_\_\_\_\_ Uphold the Director's decision

\_\_\_\_\_ Override the Director's decision

\_\_\_\_\_ Uphold the Director's decision with amendment(s)

Library Board Approved: \_\_\_\_\_