



## Materials for Reconsideration Policy and Procedure January 2026

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### Purpose

The purpose of this policy is to ensure that the community has access to a broad and diverse range of Library materials representing various viewpoints, experiences, and ideas while providing a respectful and orderly process for individuals to request reconsideration of materials they may find objectionable or inappropriate.

### Policy

This policy upholds the principles of intellectual freedom expressed in the Library Bill of Rights and ALA Freedom to Read Statement. If any book or other material is found to be objectionable to a patron, a request for reconsideration may be submitted by completing the Library's Request for Reconsideration of Library Materials Form.

For a request to be considered:

- a. The complainant must be properly identified on the form.
- b. The complainant must hold a valid Deadwood Public Library card.
- c. The form must be completed in full.
- d. The complainant must demonstrate they have reviewed the challenged material in its entirety.

Materials may be retained, reclassified, relocated, or withdrawn only after completion of the formal reconsideration procedure. All challenges are handled in a courteous and professional manner. Each request will be taken seriously and evaluated based on established collection standards and professional judgement.

### Legal Responsibilities and Intellectual Freedom

The selection of Library materials is guided by a patron's right to read and to be free from censorship by others. Materials are not selected or removed on the basis of anticipated approval or disapproval, but solely on the merits of the work and its value to the Library's collection and service to the community.

Censorship is recognized as a strictly personal matter. While individuals are free to reject materials for their own use, they do not possess the authority to restrict access for others. With respect to minors, the responsibility for a child's reading or viewing choices rests solely with the parent or legal guardian.

Any resident of Deadwood or Lawrence County may recommend materials for purchase or review. Such recommendations are considered by the Library Director and staff using the same professional selection standards applied to all collection decisions.

### Procedure for Requesting Reconsideration

Formal requests for reconsideration must be submitted in writing by completing the Library's Request for Reconsideration of Library Materials Form. Challenged materials remain available to the public during the review process.

1. If any book or other material is found to be objectionable to a patron, they may initiate the complaint with a Library Staff member or the Library Director either through verbal or written communication.
2. Upon receiving the complaint staff will offer a Request for Reconsideration of Library Materials form and a copy of this policy to the complainant. Staff will also explain the formal complaint procedure.
3. The written request form must be completed, signed, and turned into the Library Director by the complainant. Each form must address a single title, multiple requests on one form will not be processed.
4. Once the completed form has been received, the Director and/or designated staff member will read, listen to, or view the material in its entirety. All materials will be considered as a whole; no passage, section, or word shall be taken out of context.
  - a. The Director and/or staff member will also consider the Library's Collection Development Policy and relevant professional review sources when evaluating material.

Adopted as a standalone policy by the Deadwood Public Library Board on January 15<sup>th</sup>, 2026. To be incorporated into the full Collection Development Policy.



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5. At the completion of evaluation by the Director and/or staff member, one of three actions will be taken:
  - a. Retain the challenged material in the Library's collection.
  - b. Retain the challenged material but move it to another location.
  - c. Withdraw the challenged material.
6. Within 30 business days of receiving the completed request form, the Director will issue a written decision letter to the complainant explaining the outcome and detailing appeal rights.
7. The Library Board of Trustees will be notified of all formal requests and the Director's determinations at the next regular Board meeting.

### *Library Board Review & Decision*

1. If dissatisfied with the Director's initial decision, the complainant may submit a written appeal to the Library Director within 10 business days of receiving the decision letter. The request will be placed on the agenda for the next regular meeting.
2. The complainant will be notified of the date, time, and place of the meeting when the matter is to be considered.
3. At the scheduled Library Board meeting, the complainant may attend if they choose and present their concerns following established public comment procedures.
4. At the meeting, the board will deliberate and determine whether the Director's decision aligns with Library policy and legal guidance.
5. Within 30 business days following the Board meeting, the Board will render its final decision and issue a written letter to the complainant. The Board may choose one of the following actions:
  - a. Retain the material in the Library's collection.
  - b. Retain the material but move it to another location.
  - c. Withdraw the material from the collection.

### *Appeals Process*

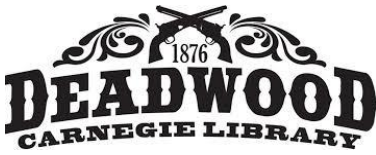
1. If the complainant is dissatisfied with the decision of the Library Board, they may submit a written appeal to the Library Director within 30 days of receiving the written notification.
2. The appeal will be forwarded to the Deadwood City Commission for review. The request will be added to the agenda for the next scheduled Commission meeting consistent with agenda scheduling guidelines.
3. The Commission will receive all materials related to the review process, including the original request, the Director's written decision, and the Board of Trustee's written decision. The complainant may attend the Commission meeting to present their concerns.
4. Any appeal from the decision of the Deadwood City Commission must be brought in state Court in Lawrence County, South Dakota in accordance with state law.

Once the reconsideration process is completed, the same material cannot be challenged again for three years from the final decision date. This provision ensures stability in collection management, prevents repetitive challenges, and allows adequate time for shifts in community standards or collection needs.

### **Resources**

[ALA Library Bill of Rights](#)

[South Dakota Codified Law 22-24-56](#)



## Request for Reconsideration of Library Material Form

Library Cardholder's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Do you represent: Yourself \_\_\_\_\_ Organization (name) \_\_\_\_\_

Other (name) \_\_\_\_\_

What resource are you requesting reconsideration of? (one title per form)

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

Format (book, video, audiobook, magazine, newspaper, other): \_\_\_\_\_

Author/Producer of Material: \_\_\_\_\_

1. Did you read the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If no, what parts did you read?

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2. To what specific items in the material do you object? (Be specific; cite pages and specific passage).

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3. For what age group would you recommend this material? \_\_\_\_\_

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

5. What do you believe is the theme of this material? \_\_\_\_\_

6. What would you like the library to do about this item?

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7. In its place, what material of equal quality would you recommend that would convey as valuable a perspective of the subject matter?

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date