



Reconsideration of Library Resources Policy

Request for Reconsideration of Library Resources

In order to represent the diversity of thought within the Lake Park community, it is very important that the Lake Park Public Library's (the Library) collection contains materials representing differing points of view on public issues of a controversial nature. The Lake Park Public Library has a responsibility to serve the whole community, which includes providing information that some patrons may find offensive and/or controversial. The Library makes every effort to represent all sides and viewpoints of controversial issues.

The Library recognizes that there will, from time to time, be citizen complaints or concerns about a specific title or type of material selected for or deselected from the collection. Patrons, at any time, are invited to give their comments and criticism of the collection, parts of the collection, or individual items. However, the Library Advisory Board believes that no citizen in a democracy has a right to prevent another from listening to/reading/viewing a specific work or using specific materials by demanding the removal of such from the Library's collection. Library materials will not be marked or identified to show approval or disapproval of the contents. Library items will not be sequestered except for the purpose of staff use, or protecting them from theft or damage. With respect to the use of Library materials by children, the decision as to what a minor may hear, read, or view is the responsibility of their parent or legal guardian. Selection will not be inhibited by the possibility that controversial materials may come into the hands of children. Individuals are welcome to meet with the Director or attend Library Advisory Board meetings to discuss this policy, the Library collection as a whole, and individual items in the collection.

The Lake Park Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: [Library Bill of Rights](#) and [Interpretations](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#).

Reconsideration Procedure:

As stated above, the Lake Park Public Library staff and Library Advisory Board support intellectual freedom and subscribe to the principles of the American Library Association's [Library Bill Of Rights](#) and [Interpretations](#), and its statements on [Freedom To Read](#) and [Freedom To View](#). Library staff makes every effort through the Collection Development Policy to provide materials that reflect the diversity of viewpoints within the community. The term "materials," as used in the policy, includes books, periodicals, pamphlets, pictures, photographs, audio recordings, films, DVDs, software, databases, posters, displays, educational toys, and any other form or format in which information and ideas may be conveyed, either existing or as may be developed.

All requests for reconsideration of materials will be handled as follows:

Receipt of the Request

A member of the Library staff explains the reconsideration policy to the patron. The patron, after discussion, may then submit a written Request for Reconsideration of Library Resources form to the Library staff. The Library will keep on hand and make available Request for Reconsideration of Library Resources forms at the service desk and online. All formal objections to materials must be made on this form and signed by the requester. No further action is to be taken by staff, the Library Director, or a member of the Library Advisory Board unless and until a Request for Reconsideration of Library Resources form is made in writing on the appropriate form and the completed form is returned to the Library. Additionally, no further action can be taken unless and until the complainant returns the challenged material, if it is checked out to the complainant.

The completed form will be forwarded to the Library Director.

Formal Staff

The Library Director will appoint a committee composed of Library staff to review the challenged material in light of the criteria set out in the Library's Collection Development Policy. This committee will then formulate a written recommendation responding to the patron's request and will forward this recommendation to the Library Director within 21 days of the date that the reconsideration form was submitted. The Library Director will prepare a final written response within one week of receiving the committee's recommendation. This response will be forwarded to the patron, the Town Manager, and the President of the Library Advisory Board. The item will remain with the collection and available until recommended otherwise.

Appeal to the Library Advisory Board for Recommendation

If the patron wishes to pursue the matter further, the next step is to contact the Library Director to request a hearing at a regularly scheduled Library Advisory Board meeting. The Town Manager and the Town Attorney will be informed of the appeal.

As part of the agenda, all members of the Library Advisory Board will receive copies of the reconsideration form, the staff committee report, the Library Director's written response, and a copy of the material or resource being reviewed. Depending on the number of copies of the material or resource available to be provided to Board members, a longer review time may be necessitated to ensure each Board member has an opportunity to review the material or resource being reviewed. Every attempt will be made to keep the process as timely as possible.

The Library Advisory Board will set a time on the agenda for comments from the patron submitting the Request for Reconsideration of Library Materials as well as public comment. The Library Advisory Board will issue its recommendation after public deliberation by the board members, in consideration of all the materials and public comment regarding the request.

The Library Director will advise the Town Manager of the recommendation and provide any additional documentation as needed in the event that the patron pursues additional remedy through the Commissioners of the Town of Lake Park.



Lake Park Public Library Request for Reconsideration of Material Form

The Board of Lake Park Public Library has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library director.

The Lake Park Public Library
529 Park Avenue
Lake Park, Florida 33403

Date _____

Name _____

Address _____

City _____ State/ Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

_____ Book (e-book) _____ Movie _____ Magazine _____ Audio Recording

_____ Digital Resource _____ Game _____ Newspaper _____ Other

Title _____

Author/ Producer _____

2. What brought this resource to your attention? _____

3. Please indicate specifically the nature of your complaint about this item. Cite pages or other details as needed.

4. Please state specifically what you believe to be the primary harm that may occur from this item.

5. Have you examined the entire resource or only parts? _____
If you did not examine the entire work please indicate the portions that you completed.

6. For what age group would you recommend this item? _____

7. Is there anything good about this item?

8. Are you aware of any professional reviews of this item?

9. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

10. What action are you requesting the committee consider?

Print name of submitter

Signature of submitter

Date