



# Request for Reconsideration of a Display, Exhibit, Program, or Service Policy

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) displays, exhibits, and programs present 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 display, exhibit, program, or service. Patrons, at any time, are invited to give their comments and criticism of the presentation or parts of the presentation. However, the Library Advisory Board believes that censorship is a purely individual matter and declares that while anyone is free to reject displays, exhibits, programs, or services of which they do not approve, they may not restrict the freedom of others. Persons are welcome to meet with the Library 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](#). The Library staff makes every effort through the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines, and the Library Program and Services Guidelines to provide displays, presentations, and programs that reflect the diversity of viewpoints within the community.

**All requests for reconsideration of displays, exhibits, programs, and services 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 Displays, Exhibits, Programs, or Services form to the Library staff. The Library will keep on hand and make available Request for Reconsideration of Library Displays, Exhibits, Programs, or Services forms at the service desk and online. All formal objections to displays, exhibits, programs, or services 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 Displays, Exhibits, Programs, or Services form is made in writing on the appropriate form and the completed form is returned to the Library.

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 display, exhibit, program, or service in light of the criteria set out in the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines and in the Library Program and Services Guidelines. 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. During this time the display, exhibit, program, or service will continue as scheduled 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 information and reviews regarding items within the display or exhibit, the program (unless already presented and a recording is not available), information and reviews regarding the program presenter/speaker, information about the service, and criteria set forth in the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines and in the Library Program and Services Guidelines. Depending on the number of copies 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 information presented. 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 Library Displays, Exhibits, Programs, or Services Form

The Board of the Lake Park Public Library has established guidelines for library displays, exhibits, programs, and services, and a procedure for gathering input about particular presentations. 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. Presentation on which you are commenting:

\_\_\_\_\_ A library display \_\_\_\_\_ A library exhibit \_\_\_\_\_ A library event \_\_\_\_\_ A library service

\_\_\_\_\_ Something else: \_\_\_\_\_

*Note: If you wish to request reconsideration of something in the library's collection, please use the Reconsideration of Library Material Form.*

Name/ Description: \_\_\_\_\_

Presenter/ Performer (if applicable): \_\_\_\_\_

Department: Circulation/ Reference/ Adult (general)/ Young Adult (teen)/ Children's

Any other descriptive information?

\_\_\_\_\_  
\_\_\_\_\_

2. Please list your reasons for filling this request. Please be as specific as possible. (You may attach pages to this form if needed.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How did you become aware of this display, exhibit, program, or service? What do you know about its content and purpose? Have you attended the display, exhibit, program (or another event with this presenter), or used the service?

---

---

---

---

4. What do you believe might be the result of attending this display, exhibit, program/using this service?

---

---

---

5. Do you see any ways in which this display, exhibit, program, or service could be of value?

---

---

---

6. Please suggest alternative displays, exhibits, programs, or services that could provide similar information on this topic or support in this area to the community.

---

---

---

7. What action are you requesting the committee consider?

---

---

---

\_\_\_\_\_  
Print name of submitter

\_\_\_\_\_  
Signature of submitter

\_\_\_\_\_  
Date