

## Request for Reconsideration of Library Materials

April 15, 1993

Reviewed 1/10/07, 3/6/12, 10/8/15, 10/9/18, 2/9/21

Revised 1/8/09

Citizen concerns will be dealt with promptly and courteously.

### Expressions of Concern:

- The Director or staff person on duty will listen to the concern of the individual or group.
- After discussion, if the individual or group requests further action, they will submit a "Request for Reconsideration of Library Materials" form to the Director.
- The Director will contact the patron and schedule an appointment to discuss the completed "Request for Reconsideration of Library Materials" form.
- After discussion with the Director, an individual or group still concerned about library resources will have their "Request for Reconsideration of Library Materials" form considered by the Library Board of Trustees at the next board meeting.

### Formal Complaint Process:

- Before the board meeting, Trustees will read/view the material, read reviews on the material, and review the criteria for materials selection and the Freedom to Read/View Statement.
- At the meeting, the individual or group may present their comments.
- The Library Board of Trustees will make a final ruling on the concern.
- The Director will send a written response to the individual or group.
- A record of the concern and the ruling on the concern will be kept with the minutes.

## Request for Reconsideration of Library Materials

You may use the other side of this form or attach additional pages as necessary.

Today's Date \_\_\_\_\_

Name of Individual or Group \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### 1. Resource of concern:

Book or Magazine    Video/DVD    Audio recording/CD    Electronic information    Other

Title and Author or Artist \_\_\_\_\_

2. Have you examined the entire resource?  Yes  No

3. What are your concerns about the resource(s)? (Please be specific. Cite pages, etc.)

\_\_\_\_\_

5. What action do you seek as a result of this complaint? (Do not lend to my child, Re-evaluate its value to the collection, etc.) \_\_\_\_\_

### Library use only:

Complaint received by OPL staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/comments/actions