

## **BLACK CREEK LIBRARY RECONSIDERATION OF LIBRARY MATERIALS POLICY**

The objective of the Reconsideration of Library Materials Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. Unless substantial changes have been made to the content, individual titles may only be reviewed once every three years. Access to the challenged material may not be restricted during the reconsideration process.

1. The library patron should obtain a Request for Materials Reconsideration Form (from the service desk at the library or online), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board within 20 days of the Library Director's response, and the Library Director will provide the Board with all documentation.
5. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review in addition to the Director's response.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days.
7. If the patron is dissatisfied with the Committee's decision, they may direct a letter to the Library Board. The Library Board will hold a public hearing if deemed necessary. The Library Board reserves the right to limit the length of public comments. The decision of the Library Board will be final.

# Request for Reconsideration of Library Materials Form

## Black Creek Village Library

(This form may be printed out and returned to the library)

Title \_\_\_\_\_

Author/Producer/URL \_\_\_\_\_

Format of item \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_

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

I file this concern on behalf of

\_\_\_\_ self

\_\_\_\_ my child \_\_\_\_\_

\_\_\_\_ other (please list) \_\_\_\_\_

How do you wish to be contacted? \_\_\_\_ mail \_\_\_\_ phone \_\_\_\_ email

1. How did you learn of this item?

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

2. What is it about the item that you object to? (Be specific; cite pages, sections etc.)

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

3. Did you read/listen to/view the entire work? \_\_\_\_ If not, what parts did you read/listen to/ view?

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

4. What do you believe are the main ideas of the item?

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

5. What would you like the library to do about this material?

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

The Library Director will acknowledge the receipt of your request and will provide a response within 30 days of receipt.

Signature \_\_\_\_\_ Date \_\_\_\_\_