

HIGHLAND PARK PUBLIC LIBRARY

Policy 203 Request for Reconsideration of Library Materials

Purpose: To state the procedure for reconsideration of an item in the Highland Park Public Library's ("the Library") collection.

General Policy

- A. Consistent with Illinois Public Act 103-0100, the Library has adopted the American Library Association ("ALA") Bill of Rights (Policy 208).
- B. Should a Highland Park resident request that the Library either remove or relocate an item from the collection, the following procedure shall apply.

Procedure

- A. The manager of the Adult Services Department or the Youth Services Department will meet with the resident to ascertain the nature of the request and share Policy 202 (Materials Selection and Maintenance Standards), Policy 208 (ALA Library Bill of Rights), Policy 209 (ALA Freedom to Read) and Policy 210 (ALA Freedom to View).
- B. Should the resident want to pursue the issue further, the manager shall provide them with Form 203 Request for Reconsideration of Library Materials. The completed form shall be forwarded to the Executive Director or their designee ("Executive Director").
- C. The Executive Director will review the completed form and the material in question, determine the appropriate disposition of the material, and notify the requestor in writing of the determination.
- D. An item being considered for removal shall remain in the collection and available to the public until a final decision is made to remove or relocate it.

Right of Appeal

The requestor may appeal the Executive Director's decision to the Library's Board of Trustees, whose decision is final.

Reviewed and revised November 8, 2022

Reviewed and revised March 16, 2026