

Requests for Reconsideration

The following steps will be used when a patron feels that further action is necessary to address concerns about a library resource. A review of challenged materials will be treated objectively, unemotionally, and routinely as an important matter. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, collection development and reconsideration policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete the reconsideration form in its entirety and submit the form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria sated in the collection development and reconsideration policy.
4. The review committee shall function when needed by the Director upon receipt of the reconsideration form. The review process shall be considered with specific objections in mind and shall be limited to a maximum of four weeks. A majority and any minority report by this committee shall be completed as soon as possible and submitted to the Library Board of Trustees for consideration.
5. The director will communicate, by letter, the Board's decision to the patron who requested the reconsideration, stating the reasons for the decision.
6. If the patron is not satisfied with the decision, a written appeal may be submitted within ten (10) business days to the Board of Trustees.
7. If the board plans to address the appeal at their board meeting, the patron will be notified of when and where the meeting will be held.
8. The patron shall be provided an opportunity to address the Board on the specific complaint. The patron may be accompanied by one other person who may act as spokesperson or observer. The Board of Trustees reserves the right to limit the length of public comments.
9. The decision of the board is final.

The trustees of Reed Memorial Library have established a materials collection 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 this completed form, in its entirety, to the library director.

Reed Memorial Library
Attn: Library Director
167 E Main Street
Ravenna, OH 44266

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 (eBook) ____ Movie ____ Magazine ____ Audio Recording

____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what selections did you review?

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?

Signature of Complainant _____



For staff use only

When was this item purchased? _____

Why? _____

Director's evaluation _____

Staff evaluations _____

Reviews of the book _____
