

Policy 203 Patron's Request for Reconsideration of Library Materials

Purpose To standardize the procedure for a patron's request to remove an item from the Library's collection.

1. Introduction  
Should a library user request that an item in the Library's collection be removed, the procedure put forward here should be followed.
2. Procedure
  - a. The manager of the Information & Reader Services or Youth Services Department will meet with the individual to discuss the matter and explain the Library's written selection policy.
  - b. Should the user want to pursue the issue further, the user will be provided with the form, "Patron's Request for Reconsideration of Library Materials." The completed form will be forwarded to the Executive Director.
  - c. The Executive Director will then study the request, where appropriate appointing a staff committee to review the work, and will determine whether the item will remain in the collection.
3. Right of Appeal  
The library user may appeal the Executive Director's decision to the Board of Trustees. The decision of the Board is final.
4. ALA Library Bill of Rights  
The Board of Trustees has endorsed the Library Bill of Rights (ALA) as it applies to collection development. The item being questioned shall remain in the collection and available to the public unless a final decision is made to remove it.

Revision History

Adopted November 15, 1988  
Reformatted without change May 1, 2014  
Approved with no revisions May 9, 2017  
Revised February 8, 2022