

Policy 203 Request for Reconsideration of Library Materials

Purpose To standardize the procedure for a request to reconsider an item in the Library's collection.

1. Introduction  
Should a Highland Park resident request that an item in the Library's collection be reconsidered, the procedure put forward here should be followed.
2. Procedure
  - a. The manager of the Information & Reader Services Department or Youth Services Department will meet with the resident to ascertain the nature of the request and share the Library's relevant policy(ies).
  - b. Should the resident want to pursue the issue further, the resident will be provided with the form, "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 the appropriate disposition of the material.
3. Right of Appeal  
The resident 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 considered shall remain in the collection and available to the public unless a final decision is made to remove or relocate it.

Revision History

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