

# Reconsideration of Library Materials Policy and Form

The choice of library materials by a library user is an individual matter. While a person may reject materials for oneself, they may not restrict access to those materials by other library users.

The Library recognizes that certain materials are controversial and that any given item may offend some library users. The following guidelines have been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

A library user who requests the reconsideration of library material will be referred immediately to the Director or the librarian in charge. This staff member will discuss the Collection Development Policy and the application of selection principles.

If a library user persists in requesting that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. A separate Request for Reconsideration of Library Materials Form must be filled out for each item.

The procedure for the reconsideration of library materials consists of the following:

The library user must complete the Request for Reconsideration of Library Materials Form and submit it to the Library Director or the head of the appropriate department.

The Request for Reconsideration will be referred to a committee consisting of the Director and two librarians to determine whether retention of the item would be in violation of the Collection Development Policy.

The committee will reconsider the item using the general criteria of the Collection Development Policy and reviews from recognized sources.

The Director will inform the Library Board of Trustees of the committee's recommendation.

The Director will respond to the library user regarding the committee's recommendation.

An appeal of this recommendation may be made in writing to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Request for Reconsideration of Library Materials Form. The Library Board of Trustees will reconsider the decision based on whether or not the particular item conforms to the criteria outlined in the Library Board of Trustees-approved Collection Development Policy. In addition, the Library Board may, at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation

to the Board. The Board of Trustees shall then make the final determination of the matter. The Director shall notify the library user.

The completed decision on reconsideration of a specific title shall remain in effect for three years.

During the review process the Library will take appropriate action to ensure that the item will continue to be available.

RESOLUTION PASSED BY THE NANUET PUBLIC LIBRARY BOARD OF  
TRUSTEES – MARCH 26, 2002  
REVISED APRIL 28, 2009  
REVISED OCTOBER 22, 2018  
REVISED NOVEMBER 22, 2021

**FORM FOR REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Request initiated by \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Author \_\_\_\_\_ Book ( ) DVD ( ) CD ( ) Other \_\_\_\_\_

Title \_\_\_\_\_ Publisher \_\_\_\_\_

To what in the material do you object? (Please be specific, citing pages) \_\_\_\_\_

What do you feel might be the result of interacting with this material? \_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_

Is there anything good about the material? \_\_\_\_\_

Did you Interact with the complete work? If no, what parts did you read/view/hear? \_\_\_\_\_

Are you aware of the judgment of this material by professional reviews? \_\_\_\_\_

What do you believe is the theme of this material? \_\_\_\_\_

What would you like the library to do about this material? \_\_\_\_\_

Signature of Complainant \_\_\_\_\_