

Model Request for Reconsideration of Library Material Procedures and Form

PROCEDURES

Requests for reconsideration of library materials can follow a step-by-step process that concludes with a formal request for reconsideration. First, the concerned patron should have a conversation with a librarian on duty. If a conversation with the librarian on duty fails to resolve the patron's concern, the patron may informally bring it to the library director. If the patron's concern is still not addressed, s/he should be asked to complete the library's Request for Reconsideration of Library Materials form; a template is found below.

You may use the Model Request for Consideration form included here or develop one locally that includes the following:

A request for removal form shall:

- require the individual with the vested interest to specify which sections of the library material the individual objects to and an explanation of the reasons for the objection;
- be reviewed by a review committee (see definitions for composition of review committee) appointed by the governing body;

RESPONSE

Governing body's response must discuss reasons for:

- Removal, limitation or non-removal of a library material;
- Any final determination that is contrary to the recommendations of the review committee;
- Provide that the library material that has been shall not be subject to a subsequent challenge for at least one year;
- Removal, limitation or non-removal of a library material; and
- Any final determination that is contrary to the recommendations of the review committee.

Request for Reconsideration of Library Material – Sample Form

Today’s Date

Name of *Individual with a Vested Interest:

Street Address

City, State, ZIPCODE, County

Preferred Phone Number:

Preferred Email address:

**An individual with a vested interest is a resident of the library’s municipality or county. Requests submitted by individuals without a vested interest will not be considered.*

What is the author, title, and format of the material you would like reconsidered:

Author:

Title:

Format:

Publication Date:

Have you read, viewed, or listened to the entire work?

Yes

No

If you have not completely read, listened to, or viewed the material, please do so before completing this form.

What is this material about?

What do you find objectionable about the material?

Time Stamp(s) or Page number(s):

What action are you requesting that the library take?

- Remove the material from the collection
- Move the material to a different section of the library

Are there resources you would suggest the library acquire to provide additional information and/or other viewpoints on this topic?

Once completed, please submit this form to the governing body.

[add contact information]