

East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061

Phone: 518-477-7476

Fax: 518-477-6692

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL POLICY

East Greenbush Community Library values your opinion. Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the library director.

Those who object to the content of an item in the collection must submit a *Request for Reconsideration of Library Material* form. The request will be judged according to the Materials Selection Policy (attached) established by the library. All library users are encouraged to read the library's Materials Selection Policy before submitting their request.

Copies of the *Request for Reconsideration of Library Material* form are available at the reference desk or from the director's office.

For a request for reconsideration to be considered, the form must be completed in full. The director will respond in writing, within thirty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period. Access to challenged material shall not be restricted during the reconsideration process. Neither the Request for Reconsideration form nor its contents will be considered confidential.

The following procedure shall be followed upon receipt of a *Request for Reconsideration of Library Material* form:

1. The director shall examine the challenged material, determine professional acceptance by reading critical reviews of the resource; weigh values and faults and form opinions based on the material as a whole rather than on passages or a section taken out of context; discuss the challenged item with the individual questioner when appropriate; decide whether the material conforms to the principles of selection outlined in the library's Materials Selection Policy.
2. The director shall prepare a written report. The report shall be discussed with the individual questioner if requested.
3. The questioner shall have the right to appeal any decision of the director to the Board of Trustees as the final review panel.
4. The board's decision is final, unless instructed by a court to do otherwise.

Request for Reconsideration of Library Material

To assure prompt, complete consideration of your request complete this form as clearly and legibly as possible explaining the nature of your concern. Please attach additional pages if necessary. The form should be delivered to East Greenbush Community Library, 10 Community Way, East Greenbush, NY 12061. Neither this document nor its contents will be considered confidential.

TITLE _____

AUTHOR/PRODUCER _____ PUBLISHER _____

TYPE OF MATERIAL (FORMAT, GENRE) _____

1. Have you examined the material in its entirety? Yes _____ No _____

2. What did you find objectionable? (Be specific, including page number)

3. What harm do you feel will result from its use?

4. Did you find anything valuable in this material?

5. What do you think is the author's/director's purpose?

6. Do you know of any material that would better suit this purpose?

7. Would this material be better suited for a different age level?

8. What action do you feel should be taken on this material?

9. Will you be willing to discuss this material with the Director and the Library Board of Trustees?

Your request will be carefully considered. You will receive a written response concerning the status of the item under reconsideration. You may appeal the decision of the Director to the Library Board of Trustees.

Print Name _____

Signature _____

Address _____

Telephone Number _____

Do you represent: ☐yourself ☐an organization. Organization name _____

Date _____ Staff initials/Date Received _____