



REQUESTS FOR RECONSIDERATION OF MATERIALS

All requests for reconsideration of materials will be handled in the following manner:

- The staff member receiving the complaint will ask the patron to fill out the appropriate form (see Appendix A).
- When the completed form has been received, it will be submitted to the Director.
- The Director will ask the appropriate department head to locate as many reviews of the title as possible.
- The Director will also ask other members of the library staff to review the title in question. While the material is under consideration, it will not be removed from use pending final action.
- Time for discussion of the title will be scheduled on the agenda of the next department heads' meeting.
- After the discussion at the meeting, the members will submit their recommendations to the Director in writing.
- The Director will take all factors under advisement and come to a decision. This will be communicated to the complainant in writing.
- If the complainant is not satisfied with the Director's decision, he/she has the right to appeal the matter to the Library Board in writing within 30 days.
- The Library Board will hear both the complainant's position and the Director's position at its next regularly scheduled meeting and render a decision by majority vote.
- The Library Board is the final authority.