



REQUESTS FOR RECONSIDERATION OF MATERIALS (2023 Draft)

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). Only active library card holders may submit a challenge, and they are limited to two titles at a time, which must be submitted separately.
- When the completed form has been received, it will be submitted to the Director.
- The challenge will then be posted for public awareness and input.
- The Director may ask 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.
- 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.
- Within 90 days of receiving the appeal, 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 Board President will inform the concerned party in writing of the Board's decision. This will include notification that the Board's decision is final.
- NOTE: Items that have gone through the reconsideration process will not be considered by the Board again for a minimum of three (3) years.