

## RED JACKET COMMUNITY LIBRARY

POLICY # 400-6

EFFECTIVE DATE: 10/98

### OPERATIONS Reconsideration Of Library Materials

**STATEMENT:** The choice of library materials by patrons is an individual matter. While a person may reject materials for himself he may not exercise censorship to restrict access to the materials by others. The Red Jacket Community Library recognizes that a diversity of materials may result in some requests for reconsideration.

**PURPOSE:** The purpose of this policy is to provide a procedure to assure that objections or complaints about library materials are handled in an attentive and consistent manner.

**POLICY:**

A. The person with the request for reconsideration should be referred immediately to the Library Director or to the person in charge in the absence of the Library Director. The person in charge should explain to the patrons that selections are made in accordance with the Collections Development Policy of the Board of Trustees of the Red Jacket Community Library. If the user is not satisfied with the explanation received, he may ask for reconsideration in the following manner:

1. The person making the request for reconsideration must complete a Request For Reevaluation of a Book or Other Library Material form.
2. The Request for Reevaluation will be referred to a committee consisting of the Library Director, the person selecting the books and another professional Library person.
3. The committee will reconsider the item in question using the Collection Development Policy and reviews from recognized sources.
4. The Library Director will then write to the patron regarding the committee's recommended action. The reviewer's comments are to held confidential by all concerned. Brief quotes, however, may be used in the Library Director's letter to the patron.

B. If the patron desires further action he may appeal in writing to the Red Jacket Community Library Board of Trustees.

Reviewed: 11/02; 10/09

Revised: 11/02; 10/09

*Adopted on 10/7/98 at the Red Jacket Community Library Board Meeting.*