

RECONSIDERATION OF LIBRARY MATERIALS POLICY

The Library will reconsider any material in its collection upon written request of a resident of St. Francis.* In order to avoid placing undue burden on the time of the staff and the Library Board, only one item may be reviewed at a time. In addition, the library will not accept requests for reconsideration for materials that have been reviewed for reconsideration within the past 3 years. Any resident requesting such reconsideration must comply with the following policy and procedures:

1. Whenever possible, the patron should first attempt to discuss the issue with the Library Director and/or the Librarian in charge of selection for the material in question.
2. If the Library Director is unavailable, the patron chooses not to discuss the matter, or the patron chooses to proceed with a request, the patron will be given the reconsideration form, the collection development policy and a copy of this policy.
3. If, after reading the collection development policy, the patron wishes to pursue the reconsideration request, the patron must complete the entire form and submit it to the Library Director. An incomplete form may result in the request not moving forward. The Director and the appropriate librarian (Adult or Youth) will review the title in question. This will be done within three weeks of the receipt of the request. The item in question will remain in the library's collection during the review process.
4. The Director will make a decision on whether or not the item should be retained or relocated. The Director will inform the patron of the decision.
5. The Library Director will prepare a written report to the Library Board.
6. The patron may appeal the Library Director's decision in writing within two weeks after receiving the Director's reply. The appeal should be directed to the Library Board. The board will evaluate the issue and respond within 60 days.
7. The final decision rests with the Library Board.

*Please note that digital materials are provided through a system or state-wide buying pool. While the St. Francis Public Library contributes funds to the pool, we have no direct control over the selection of these materials. For this reason, digital materials will not be subject to reconsideration by the St. Francis Public Library.

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