

Collection Reconsideration Policy

Application

Members of the public who would like a particular library item reconsidered with regard to selection or retention may make use of this policy. The Library Director will use patron feedback to ascertain whether the selection and retention policies were followed.

Statement of Purpose

Some decisions regarding the collection may not serve the community as well as originally intended. This policy provides a means to revisit collection management decisions for the purpose of overall improvement of the collection and library service.

Policy

Individuals interested in having the library reconsider collection management decisions with respect to specific items may request the Collection Reconsideration Request form from library staff. The Library Director is responsible for evaluating whether the reconsideration request follows library policy and responding to the initial request form within 14 days. This official response will also inform the petitioner of their right to appeal the Director's decision to the Board of Trustees. In the event of appeal, the Library Director will inform the President of the Board of Trustees. The request for reconsideration will be added to the agenda for the next regular meeting of the Board of Trustees. Depending on appeal status, the request will be considered closed following either the Director's response or the ruling of the Board of Trustees.

Requests for restricting access to or removing items from the collection that are based on concepts protected by the Library Bill of Rights will not be honored. Access to items subject to reconsideration requests will not be affected before the reconsideration process is complete.

Responsibility

The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting staff regarding this policy. The Library Director is also responsible for responding to the initial request and subsequent communication including a notice of appeal. Petitioners for reconsideration are responsible for continued communication with the library regarding their request.

Approved Date: 6/12/2014

Revised: 9/8/2022

Reviewed: