

## 10 Reconsideration of Materials

10.1 It is the belief of the Library that censorship is a purely individual matter and declares that while anyone is free to reject material of which one does not approve; one cannot exercise this right to restrict the freedom of others.

10.2 Requests for removal of books from the open shelves, for reconsideration of the placement and/or handling of materials, for alteration of displays or for the cancellation or alteration of a program must be written and signed prior to the consideration of the Board of Trustees. A Request for Reconsideration form is available at the circulation desk and on the library's website. (Appendix VII)

10.3 A Committee consisting of one library staff member and two members of the Board of Trustees shall review the Request for Reconsideration and make an initial recommendation to the Board of Trustees.

10.3 The objection shall be reviewed by the Trustees in public session at their next regularly-scheduled meeting. The review will consider whether the objectionable materials conform to this policy and others the Library has currently adopted.

10.4 During reconsideration, the materials challenged will remain in circulation, programs will continue as scheduled, and displays and exhibits will remain intact.

10.5 A written response to the objection will be made within 30 days of the filing.

### Appendix VII

#### Request Form - Reconsideration of Library Materials and Programs

Format of material or Program:

\_\_\_\_ Book \_\_\_\_ Magazine \_\_\_\_ Audiobook \_\_\_\_ Video \_\_\_\_ Music \_\_\_\_ Program \_\_\_\_ Other

Title: \_\_\_\_\_ Program Title: \_\_\_\_\_

Author: \_\_\_\_\_ Presenter: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Complainant represents: \_\_\_\_ Self \_\_\_\_ Organization (please identify): \_\_\_\_\_

PLEASE RESPOND TO THE FOLLOWING QUESTIONS. If sufficient space is not provided, you may use the reverse side of this sheet.

- o Did you read/view/listen to the entire book/item?
- o To what do you object in the material? Please be specific, cite pages, etc.
- o What do you feel might be the result of reading/viewing/listening to this material?
- o For what age group would you recommend this material?
- o Is there anything good about this material?
- o What do you believe is the theme of this material?
- o In its place, what material do you recommend that would provide adequate information on the subject?
- o What action do you request the library to take?

---

Signature of Complainant

Date

---

Print or Type Name

A response from the George H. Bixby Memorial Library regarding the Request for Reconsideration of Library Materials and Programs shall be available after its consideration by a Review Committee and the Library Board of Trustees.

Library Use Only

Office	Date	Initials	Written assessment to patron	Date	Initials of sender
Review committee formed	Date	Members	Board of Trustees meeting	Date	Vote
Review committee meeting	Date	Decision	Written assessment from Trustees	Date	