

RECONSIDERATION OF LIBRARY MATERIALS

Boyd County Public Library District welcomes comments on individual items from members of the community. Suggestions for reconsidering materials already in the collection must be made in writing. Suggestions in all circumstances will be considered following the guidelines of the *Collection Development and Management Policy*. An individual requesting reconsideration of material must complete and sign the "Request for Reconsideration of Library Material" form.

Reconsideration

Library staff use *Collection Development and Management Policy*, established procedures, and professional judgment in selecting, classifying, reclassifying, and deselecting items in the collection.

However, once an item has been accepted as qualifying under the established selection policies and criteria, it will not be removed from the collection unless it can be shown to be in violation of those policies and criteria. Registered card holders and Library staff may request that certain materials be reconsidered. Requests may be made for removal or reclassification (changes in labeling or movement to another section of the Library). The Director will make the final decision regarding the material.

Request for Reconsideration Procedures

The Library Director is responsible for conducting a prompt and objective review of each "Request for Reconsideration." Key criteria throughout the review shall be the extent to which the material in question qualifies under the selection policies and criteria of *Collection Development and Management Policy*.

Once a request is received it is sent to the Library Director.

- The Library Director will review the material in question then appoint an ad hoc committee consisting of the appropriate Collection Management Team staff and two professional staff members with relevant subject knowledge.
- The Review Team discusses the material and the patron's concerns then makes a recommendation to the Library Director to:
 - a) retain the material in the collection,
 - b) retain the material but relocate it to a more appropriate section of the collection,
 - c) balance the collection by adding new material providing an offsetting perspective,
 - d) remove the material in question from the collection.

The Library Director also keeps the patron informed throughout the process, including the final decision.

Appeal to Response

Should the person making the "Request for Reconsideration" not be satisfied with the results of the Library Director's review, an appeal may be made to the Board of Trustees. The appeal must be in writing and include a copy of the original "Request for Reconsideration" showing the decision by the Library Director. The Library Director will notify the President of the Board of Trustees that an appeal has been filed. For more information see the "Content Challenges and Removal of Materials" section of the *Collection Development and Management Policy*.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Boyd County Public Library District

1740 Central Avenue

Ashland, KY 41101

606.329.0090 606.325.4574 fax

Request initiated by: _____

Address: _____ City: _____

Phone: _____ Email: _____

Do you represent: Yourself Organization _____
(Name of Organization)

• Item Title: _____

Author/Producer: _____

Format: Book Video Magazine or newspaper Audio Recording
 Ematerial Database Library program Video Game
 Display Other _____

• What brought this resource to your attention? _____

• Have you read/listened to/viewed this title in its entirety? Yes No

 If no, what parts did you read/view/hear? _____

• What concerns you about this resource? (Please be specific: i.e., cite pages, etc.; use other side or additional pages if necessary) _____

• Action Requested:

Remove from collection Move to another collection
 Other _____

• Please state the reason for the action requested: _____

Signature of Patron: _____ Date: _____

Received by Staff Member: _____ Date: _____