

## **Bryan + College Station Public Library System**

### **Policy: REQUEST FOR RECONSIDERATION POLICY**

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

#### **Addendum 1**

##### **Procedure Request For Reconsideration**

A. Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Request for Reconsideration" form. They may ask for reconsideration in the following manner:

- 1) A "Request for Reconsideration" form must be completed and returned to a staff member at the appropriate service desk. The staff member will give the form to the supervisor, who will forward a copy of the form to the Library System Director. The Library System Director may respond in writing to the individual, advising him/her that there will be reconsideration of the item and enclosing a copy of the Selection Policy of the Bryan + College Station Public Library System.
- 2) The Library System Director will appoint an ad hoc committee including but not limited to the appropriate supervisor and the selector for the subject area to reconsider the item. The supervisor will send the reviewers copies of the form and any reviews that the supervisor has located.
- 3) The reviewers will put their comments in writing to the appropriate supervisor prior to meeting to discuss the title.
- 4) The supervisor will convene a meeting of the reviewing committee, compile the comments, and forward the comments and reviews to the Library System Director, along with a recommendation.
- 5) The Library System Director will then make a decision regarding the disposition of the material. The Library System Director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request.

**Bryan + College Station Public Library System**

**Policy: REQUEST FOR RECONSIDERATION OF MATERIAL FORM**

Type of Material \_\_\_ Book \_\_\_ Audio \_\_\_ Video \_\_\_ Other

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (If known) \_\_\_\_\_

Request Initiated by \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Complainant represents \_\_\_\_\_ Themselves

\_\_\_\_\_ Organization (name \_\_\_\_\_)

\_\_\_\_\_ Other Group (Identify \_\_\_\_\_)

1. To what in the material do you object? Please be specific; cite pages, etc.)

\_\_\_\_\_

2. What do you feel might be the result of reading this material?

\_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

5. Did you read the entire item? \_\_\_\_\_ What parts? \_\_\_\_\_

6. Are you aware of the judgment of this material by literary critics?

\_\_\_\_\_

7. What do you believe is the theme of this material?

\_\_\_\_\_

8. What would you like your LIBRARY to do about this book/material?

\_\_\_\_\_

9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date