**REQUESTS FORRECONSIDERATION OF LIBRARY MATERIALS**

CCLD Board and Staff support intellectual freedom and subscribe to the principles of the American Library Association Library Bill of Rights. The staff will apply the selection standards as outlined in this policy and will endeavor to provide materials that reflect the diversity of viewpoints within the community.

It is the responsibility of the individual to limit their minor children to materials of all formats that are congruent with their tastes. A patron may reject materials for themselves or their minor children; however, they cannot restrict access to the materials by other patrons.

Patrons may suggest materials to be added or removed from the collection. When a patron requests a reconsideration of an item, this procedure is followed:

* A staff member will explain the collection development policy. The patron may elect to submit a written Request for Reconsideration of Library Materials to the Director.
* The staff and the Director review the completed form. The staff will objectively review the item in question to make sure the selection guidelines and principles were followed. The Director will make a written response to the patron in ten (10) working days from the date the form was submitted. The Director will inform the Board of the reconsideration.
* If the patron is not satisfied with the decision of the Director, they may appeal in writing to the Board.
* In reviewing the request, the Board will consider the collection policy, professional reviews, staff comments, and comments from the patron. The item will **not** betaken from the shelf while it is under review.
* The Board will recommend an action to the Director within thirty (30) working days and inform the patron in writing of its decision.

Responsibility for use of library materials for children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

ADOPTED: REVISED: 03/12/2020

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you represent yourself? \_\_\_\_\_\_\_\_\_\_ An organization? \_\_\_\_\_\_\_\_\_\_\_\_\_

MATERIAL YOU WANT RECONSIDERED: (please use the back if more room is needed)

\_\_\_Book \_\_\_CD \_\_\_ DVD \_\_\_ Magazine \_\_\_ Newspaper \_\_\_Display \_\_\_ Library Program\_\_\_ Electronic information/network (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Howwas this material brought to your attention?

3. Have you examined the entire resource? \_\_\_\_\_ What parts were not examined?

4. What concerns you about the material? (Be specific in citing pages or passages).

5. Is there anything worthwhile in this material?

6. Do you have recommendations for other materials to use in place of this?

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**ADOPTED: REVISED: 03/12/2020**