

NEVADA PUBLIC LIBRARY

REQUEST for RECONSIDERATION of MATERIALS or RESOURCES FORM

If you wish to request reconsideration of library materials or resources, please complete and return this form to the Library Director, Nevada Public Library, 218 W Walnut St., Nevada, MO 64772. A staff member will contact you.

Due to the resources and time that a formal review requires, formal requests for reconsideration are limited to active cardholders of NPL and residents of our legal service area.

CONFIRM: Are you an active member/cardholder at NPL? **yes** **no**

Name: _____

Address: _____

Phone: _____

Email: _____

1. Resource on which you are commenting:

Title: _____

Author/Producer: _____

BOOK VIDEO PERIODICAL LIBRARY PROGRAM DISPLAY OTHER

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Signature _____ Date _____

See back of form for information and procedure

RECONSIDERATION OF MATERIAL or RESOURCE PROCEDURE

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials and resources available in and through the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials and resources that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

There may be occasions when a member of the library may be concerned about a particular item in the library's collection or the age appropriateness of a library presentation, event, material, or display. Library members should discuss their concerns with the Circulation Supervisor or the Executive Director. If the patron is not satisfied with the response to their request, the staff will provide the patron with information and a **"Request for Reconsideration of Materials/Resources"** form to request a formal review of the library resource.

The following criteria are necessary for a formal review to be considered:

- NPL cardholder who lives within the legal service area, but not on behalf of a group.
 - Challenges targeting children's materials, events, or displays are limited to the parent/guardian of a minor child with a library card at NPL.
- The "Request for Reconsideration of Materials/Resources Form" must be completed in its entirety.
- One material title/event/display per form.

Any challenge that includes a material, display, event or presentation that has been subject to a formal review within the previous *twelve months* will not be re-reviewed. The decision of the committee from the previous review/action will be shared with the challenger in the form of a summary letter. Members of NPL questioning the inclusion of any book or other library material in the Library's collection will be directed to an available copy of this Collection Development Policy and other applicable supporting documents.

FORMAL COMPLAINT The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.

Patrons are required to complete and submit a reconsideration form to the Library Director.

The Director, along with a committee of two other staff or Board members, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.

Within 15 business days, the review committee will make a decision. The Library Director will send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees by email at boardrecords@nplmo.org or by personally attending a Board meeting with a public comment request. The Board of Trustees reserves the right to limit the length of public comments.

The decision of the board is final. Results of all challenges will be reported to the Library Board as part of the Director's monthly report. The summary of action is part of public record as defined by Missouri Sunshine Law. **"Requests for Reconsideration of Materials/Resources" forms are considered a "library record," the disclosure of which is prohibited by RSMO182.817. Therefore, publicly disclosure of challenge results will have identifying information of patrons redacted from published results.**