

POLICY

Subject: Reconsideration of Materials

Approved By: Board of Library Trustees

Approval Date: Nov. 17, 2009, Sept. 20, 2011, June 24, 2014, Oct. 15, 2019

Effective Date: Oct. 15, 2019

New () Revised () Reviewed (X)

A special form is provided for a patron wishing to request that the library staff reconsider a specific title currently in the collection. The patron completes the form and submits it to the Library Director. The Library Director will review the title and bring the Request for Reconsideration of Material to the Board at the next board meeting. The patron will be invited to attend the next meeting of the library board. All complaints about library materials are viewed in the context of the collection development policy. After discussion the Library Director will write a letter of response to the patron.

Please see form on next page.

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The Culver-Union Township Public Library Board of Trustees has authorized the use of this form as part of its Collection Development Policy.

YOUR NAME: _____ DATE: _____

STREET ADDRESS: _____

TOWN/STATE/ZIP: _____

I REPRESENT: MYSELF _____ ORGANIZATION (NAME) _____

TITLE OF ITEM: _____

AUTHOR: _____

FORMAT (book, audiobook, DVD, videotape, CD, etc.): _____

DID YOU READ/VIEW/LISTEN TO THE ENTIRE WORK? _____

WHAT CONCERNS YOU ABOUT THIS ITEM? PLEASE INCLUDE SPECIFIC EXAMPLES:

SIGNATURE

When completed, this form should be given to the Library Director.