

The Library welcomes citizens' expressions of opinion concerning materials acquired for the Library collections. Requests to remove materials will be considered within the context of the policies set forth in Collection Development Policy.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection should complete and sign the Citizen's Request for Reconsideration of Library Materials form. The completed form will be forwarded to the appropriate staff -- the Assistant Director for Adult Services for adult materials and the Assistant Director for Children and Teen Services for children's materials.

The Assistant Directors will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the Library's collection. The Assistant Directors will consult with the Acquisitions Librarian, Associate Director and Executive Director before a decision is made regarding the retention or removal of the item.

Once a decision has been made regarding the retention or removal of the material, a letter explaining the decision, and the reasons for it, will be sent to the person who submitted the Reconsideration form.

If the person indicates dissatisfaction with the resolution, he/she may appeal to the Board of Trustees. The Board of Trustees will reconsider the decision based on whether or not the particular item conforms to the Criteria for Selection outlined in the Board-approved Collection Development Policy.