

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT POLICY FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Garfield County Public Library District staff and Board of Trustees support intellectual freedom and subscribe to the principles of the American Library Association's *Library Bill of Rights* and its statements on *Freedom to Read* and *Freedom to View*. The library staff applies the selection criteria described in the District's Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

Library patrons may nominate books or other materials, including electronic resources, to be either added to or removed from the collection. When a patron makes a request for reconsideration, this procedure is followed:

1. A member of the library staff explains the selection policy to the patron. If the patron wishes, he or she may then submit a written Request for Reconsideration of Library Materials form (see attachment).
2. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selections and by the Executive Director. The library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in the Materials Selection Policy were applied in the selection process. Library staff shall make a written response to the requester within forty-five (45) days of the date that the reconsideration form was submitted. The Board of Trustees may also be notified of requests for reconsideration.
3. Should the requester wish to appeal the committee's decision, he or she may make a final appeal in writing directly to the Board of Trustees. Within sixty (60) days of receiving the final written appeal, the Board will schedule and conduct a public hearing in order to reach a final decision.

**Adopted by the Board of Trustees June 5, 2008**

### **ATTACHMENTS:**

Request for Reconsideration form

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Please describe the item in question as fully as you are able:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format: Circle one: book    recording (cd, dvd, video)    electronic resource    other \_\_\_\_\_

Call number or location in library: \_\_\_\_\_

Please state the action you wish taken on this item:

{ } Shelve it elsewhere (reclassify)

{ } Remove it from the Library

{ } Other (specify): \_\_\_\_\_

What is your objection to this item? Please be specific.

What do you believe to be the theme of this work?

Have you read/viewed/listened to the entire work?            Yes            No

If not, then which parts? (list specific page numbers or sections)

Is this request made on behalf of yourself or a group you represent?

Your Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_