



# Lee Public Library

## Request for Reconsideration of Library Material Procedure

The following steps are undertaken when a patron formally requests the reconsideration of library materials:

- Each concern will be handled in a professional manner.
- Staff members addressing the patron's concern will provide the patron a copy of the Collection Development Policy and indicate that this document explains the library's materials selection process and policy.
- A patron who wishes to pursue his/her concern further will be referred to the Library Director. The Library Director, or leading member staff on duty in the Director's absence, will issue the patron a packet of information including copies of the Collection Development Policy, Request for Reconsideration of Library Materials Policy, Freedom to Read Document, the Director's contact information and a "Request for Reconsideration of Library Material" form which may be completed and returned.
- Upon receiving any completed "Request for Reconsideration of Library Materials" forms, the Director will arrange for the request to be added to the agenda at the next regularly scheduled Lee Public Library Board of Trustees meeting. The petitioner will be informed that they are free to attend the Board meeting, which is open to the public.
- The Board of Trustees will consider the request. The Board will take one of the following actions:
  - a. Retain the material in the collection.
  - b. Withdraw the material as requested.
  - c. Defer action until the next Board meeting
- Once a decision concerning the request for reconsideration has been made, a member of the Board of Trustees will provide the petitioner with a written determination. The Lee Public Library Board of Trustees will have final say on any request for the removal of materials from the library or the addition of suggested materials.