

# **Carter Lake Public Library**

## **Reconsideration Policy**

### **Purpose:**

The choice of library resources by a library user is an individual matter. While a person may reject materials and resources for oneself, he or she may not restrict access to those materials by other library users. The Library recognizes that certain materials and resources are controversial and that any given item may offend some library users. The procedures enumerated below have been developed to ensure that the requests of those who disagree with the inclusion of specific items in the collection are handled attentively and consistently. A library user who requests the reconsideration of library material will be referred immediately to the Director or the librarian in charge. This staff member will discuss the Collection Development Policy and the application of selection principles. If a library user persists in requesting that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. A separate Request for Reconsideration Form must be filled out for each item.

An individual who is concerned about the appropriateness of items on the list below or is unsatisfied with the response from an informal discussion with a library staff member about library resources, programs, exhibitions, or displays may choose to make a formal request for reconsideration of the work in question provided they meet requirements of this policy.

- Library materials or resources
- Library programs and library-sponsored programs
- Library exhibitions
- Library displays

### **Request Eligibility:**

- Only individual Carter Lake residents with **active** library memberships in good standing are eligible to submit a written request for reconsideration to the library director by completing a **Request for Reconsideration Form**.
- Patrons must have checked out and actually read, viewed, or physically participated in the program, exhibition, or display that they are challenging to the full extent.
- Anonymous or incomplete requests will not be accepted.
- A separate Request for Reconsideration Form must be submitted for each library material, library resource, program, exhibition, or display.
- Request forms may be delivered to a library staff person at the CLPL, submitted online, or sent via U.S. Mail to:

Carter Lake Public Library

1120 Willow Dr.

Carter Lake, Iowa 51510

### **Request Review Process and Resolution:**

The procedure for the reconsideration of library materials consists of the following:

1. Step one the library user must complete the **Request for Reconsideration Form** and submit it in person, online, or through the mail. This request may not be submitted anonymously. The requestor must be a Carter Lake Resident with an active library card in good standing.
2. Step two the Request for Reconsideration will be referred to the Library Staff and the patron must set up a formal meeting to discuss it. There the patron will present their concerns on the form they submitted and the library staff will have a response after they have reviewed the item/program/display/etc. In question.
3. Step three the patron must set up a formal meeting with the library director for discussion. There the patron will present their concerns on the form they submitted and the library staff will have a response after they have reviewed the item/program/display/etc. In question.
4. Step four the patron must set up a formal meeting with the library board. The patron will present their views and concerns and the library board will respond with their views over the item/program/display/etc in question after the library board has had time to thoroughly read/review it.
5. Step five the patron must request an official meeting with the City Council since they're the ones who approve the library budget. The City Council will need to review the item/program/display/etc. In question and will discuss with the patron.
6. Step six will be requesting a meeting with the mayor for the final discussion and for the final decision regarding the item/program/display/etc.
7. The final decision will be sent to the patron within 30 days of the meeting.
8. An appeal of this decision may be made to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Request for Reconsideration of Library Materials Form and the committee's written recommendation. The Library Board will reconsider the decision based on whether or not the particular item conforms to the general criteria outlined in the Board-approved Collections Development Policy. In addition, the Library Board may, at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation to the Board. The Board of Trustees shall then make the final determination of the matter, notifying the library user in writing of this action, within 30 days.
9. The completed decision on reconsideration of a specific title shall remain in effect for three years. In this case, the item, program, or display cannot be challenged again.

During the review process, the Library will take appropriate action to ensure that the item will continue to be available.

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Accepted September 2017

Amended June 2022