



Reconsideration of Material Procedure

A person who raises an objection to a title in the Library's collection will be offered the Request for Reconsideration of Material form. Using the form, the person will explain their objection by citing specifics about the material in question.

1. A copy of the completed form and the material in question will be sent to the Library Director. During the review, other copies of the title will remain available for community use.
2. A form letter acknowledging receipt of the Request for Reconsideration of Material will be sent within five (5) business days of receipt by the Library Director.
3. The Library Director shall convene a committee of at least 3 library staff members who will review the material based on its content, reviews, and community usage. The committee will make a recommendation to the Library Director and draft a response letter about the title.
4. The Library Director may accept or reject the recommendation of the committee and will send a determination letter to the person who initiated the request for reconsideration process within 30 days of submission.
5. If unsatisfied by the Library Director's response, the person who initiated the process may appeal the decision to the Library Board. The Library Board will consider the appeal during its next regularly scheduled public meeting. The person who initiated the process has ten (10) business days from receipt of the Library Director's letter to appeal the decision to the Library Board. The decision of the Library Board shall be final.