

PROCEDURES FOR MATERIAL RECONSIDERATION

Marion Public Library

- I. A written form must be completed and returned to the library for any material to be reconsidered. (See Request for Reconsideration Form.) Whenever possible the patron completing the form will speak directly with the supervisor on duty in the appropriate department.
- II. A. If the request is for reevaluation (not removal) of an item, an internal review of the item will be conducted by the library director and appropriate staff.

Reevaluation will be made based on whether the material meets the library's selection criteria.

The library board will be informed of the process and decision of the reevaluation.

The library director or designee will inform the patron of the decision by letter.

- B. If the request is to remove the material from the collection, a review committee will be appointed by the library board president and shall include the library director, one other library staff member, and two library board members.

Copies of the challenged material in the collection of the Marion Library will be checked out to the Library Director for the duration of the review process so that they are available to members of the committee.

The recommendation of this committee shall come before the library board at a regular meeting and shall be approved or vetoed by a vote of those members present.

The library director or designee will inform the patron of the library board's decision by letter.

Approved 12/11/95
Revised 12/8/97
Revised 12/21/98
Revised 3/13/00
Revised 3/12/01
Revised 3/11/02
Revised 3/10/03
Revised 3/10/04
Reviewed 3/14/05
Reviewed 3/13/06
Reviewed 2/11/08
Reviewed 2/9/09
Reviewed 2/8/10
Reviewed 2/14/11
Revised 2/13/12
Reviewed 1/13/14
Revised 3/9/15
Reviewed 3/14/16

S:\POLICIES\C 2.3 -- Procedures for Material Reconsideration.doc