



MNG-5: Reconsideration of Library Materials

The Library believes it is essential in a free society to provide access to all Library materials. No restrictions are placed on what anyone may read or view. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. No individual, group, or Library employee has a right to decide what others may or may not read or view.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials which have been chosen according to the materials selection policy. In addition, the Library will oppose coercion on the part of an individual or group seeking to have materials added to the collection which are contrary to the selection policy. There is available from the Library a Request for Reconsideration of Library Materials form and a process for handling any challenge or complaint with full attention and due process for a person or organization with concerns.

Procedures to be observed:

- A. All complaints to staff members shall be reported to the Library Director, whether received by telephone, letter, or in personal conversation.
- B. The Library Director shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the Library.
- C. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the materials selection policy statement, and the procedure for handling objections. This packet also will include a standard printed form, which shall be completed and returned before further consideration will be given to the complaint.
- D. If the formal request for reconsideration has not been received by the Library Director within two weeks, the matter shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- E. In accordance with the Library's statement of policy, no questioned materials shall be removed from the Library pending a final decision.
- F. Upon receipt of a completed objection form, the Library Director will notify the Board to include the discussion of the complaint in the next scheduled Board meeting, in accordance with the Open Meeting laws of Illinois.
- G. The appropriate committee shall meet to discuss the materials, considering both the Request for Reconsideration and the materials supplied by the Library Director related to the reasons for selecting the specified resource, and shall prepare a report on the material containing its recommendations on disposition of the matter.
- H. The Library Director shall notify complainant of the decision and send a formal report and recommendation to the Board. In answering the complainant, the Library Director will explain the book selection system, give the guidelines used for selection, and cite authoritative sources used in reaching decisions. If the Board decides to keep the work that caused the complaint, the complainant will be given an explanation. If the complaint is valid, the Library Director will acknowledge it and make recommended changes.



Lake Bluff Public Library
Request for Reconsideration Policy

- I. If the complainant is still not satisfied, he or she may ask the Board to seek assistance from relevant outside organizations such as the American Library Association to make a final determination.

Approved by the Lake Bluff Library Board of Trustees.



Lake Bluff Public Library Request for Reconsideration Form

The Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director. The Library Director shall contact the complainant to discuss the concern and attempt to resolve it informally by explaining the philosophy and goals of the Library. Please see the reconsideration section of our policies for further information.

Fill in all fields and complete all steps before submitting.

Name _____ Date _____

Address _____ City _____

State _____ Zip _____

Phone _____

Do you represent yourself? ____ An organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic resource (please specify) _____

____ Other _____

Title _____

Author/Performer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
