

## **Driftwood Public Library Request for Reconsideration Policy**

The Library believes in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. The Library strives to provide access to a wide range of materials and programming representing varying points of view, without promoting a single perspective. We uphold the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements.

In some cases, patrons may take issue with specific library materials or programming they find offensive or inappropriate for the collection. Should a patron feel that an item or program should be removed or reclassified, the following steps may be taken, though we encourage the public to first talk to a librarian about their concerns.

1. The patron should complete a [Request for Reconsideration form](#) and turn it in to the Library. The completed form will go to the Library Director and selecting librarian responsible for the development and selection of the item's area of the collection.
2. The Director will send acknowledgement of receipt of the Request for Reconsideration form to the patron within seven days of its receipt. Staff will evaluate journal reviews, selection criteria used to purchase the item or schedule the program, and materials submitted by the patron and staff. A written response will be made by the Library Director within 30 days of receiving the formal objection.
3. If the librarian's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented and reviewed by the Library Board. Request for review by the board must be made in writing within 30 days of receiving the Library Director's written response. The patron should provide written and/or verbal arguments as to why the material in question should be removed or reclassified, or why the program should not be presented. A decision will be made by the Library Board at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board. The material in question will remain active in the collection during the review process.

**Approved by the Library Board on November 5, 2014**