

V. Collections Development Policy (continued)

Reconsideration Policy

The following steps will be used when a library patron feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes:

- The library's mission statement
- Collections development policy
- Reconsideration Form
- The Library Bill of Rights

Patrons may then complete and submit a reconsideration form to the library director. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.

Within 30 calendar days, the director will make a decision and send a letter to the concerned person who requested the reconsideration stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted within 14 days to the Board of Trustees, c/o Pillsbury Free Library, P.O. Box 299, Warner, NH 03278.

When the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. Or, the board may choose to form a committee for the purpose of reviewing and making a recommendation considering materials under reconsideration.

The decision of the Board is final.

The following guidelines shall be applied when making reconsideration decisions:

Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based in the First Amendment, the freedom to read is essential to our democracy.

Read or view all materials referred to you, including the full text of the material in question, available reviews, and notices of awards, if applicable.

Review the library mission statement, materials selection and reconsideration policies.

The Board's deliberations and judgements should be an objective evaluation of the material within the scope of a library's selection policy.

The general acceptance of the materials should be checked by consulting standard evaluation aids and the library's selection policies.

Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

In order to prevent a tie vote, an odd number of members should be appointed to any committee on reconsideration which is formed.

If a committee is formed for the purpose of the reconsideration request, the committee's report, presenting both majority and minority opinions, should be presented to the Board, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged, such as library material, display, curriculum, reading list, etc.

For more information and discussion, see ALA.org

Request for Reconsideration of Material

The Trustees of Pillsbury Free Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Pillsbury Free Library
18 East Main Street
PO Box 299
Warner NH 03278

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____

Name of Organization _____

1. Resource on which you are commenting:

Title _____ Format _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

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? _____

6. What action are you requesting that the library consider?

Report of Decision on Reconsideration Request

Date request received _____

Title _____

Author/Producer _____

Has every member of the committee read the material entirely? _____

If not, why? _____

Resources consulted: (include policies, articles, reviews etc.)

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Date: _____

Copy of this report is forwarded to:

