

Pillsbury Free Library

Policy on Reconsideration of Library Resources and Programs

Overview:

*Because the Pillsbury Free Library Board of Trustees, its Director, and Staff recognize that some Resources may be controversial and/or that specific content may offend some individuals, the Board of Trustees has adopted this **Policy on Reconsideration of Library Resources and Programs. (Library Resources)***

*Please note that the selection of Library Resources is made on the basis of the principles set forth in the **Pillsbury Free Library's Policies on Collections Development and Programs** and not on anticipated approval or disapproval by anyone. (Note: The Library Board of Trustees has determined that responsibility of Library programming rests with the Library Director, the Children's Librarian, and the Trustees' Committee on Programming and Publicity. The Board has also determined that selection and evaluation of Library resources rests with the Library Director.)*

Should concerns arise, the Board of Trustees encourages individuals to first talk with the Director or Children's Librarian about their concerns. If an individual is not satisfied with the discussion, there is a formal process to present a concern via submission of a Request for Reconsideration of Resources and Programs Form. (Request for Reconsideration)

The Request for Reconsideration begins a process that may take 30 to 45 days to reach a resolution due to meeting dates, existing programs and schedules of the Library.

Rules for Reconsideration:

1. Only Warner residents (individuals) may request reconsideration of Library resources and programs.
2. Library resources and programs shall remain available while reconsideration is in process.
3. The State Librarian shall be informed of all resources being questioned and kept updated on any reconsideration process.
4. With respect to minors, responsibility for the use of the Library and its resources by children rests with their parents or legal guardians; at no time will library staff act *in loco parentis*.
5. All staff are expected to be familiar with the Reconsideration Policy and supporting documents. Training on all policies shall be ongoing.
6. Library staff will respectfully refer any complaints or requests for reconsideration to the Library Director or the Children's Librarian.
7. The Library Director or Children's Librarian may meet with the individual to discuss concerns.
8. If the individual wishes to file a Request for Reconsideration form, they will be informed of the steps in the process and the role of the Board of Trustees as the final decision maker in the matter. They will also be given copies of the following documents:

- a. The Pillsbury Free Library’s Mission Statement
 - b. Policies on Collection Development and Programming
 - c. The Library Bill of Rights and Freedom to Read Statement
 - d. Pillsbury Free Library’s Reconsideration Policy and Request for Reconsideration form
9. The Request for Reconsideration form may be dropped off to the Pillsbury Free Library or mailed to the Library Board of Trustees.
10. Upon receipt of the completed form, the Library Director shall inform:
- a. The State Librarian
 - b. The Chair and Vice Chair of the Library Board of Trustees

Procedure

Step 1 – When a completed Request for Reconsideration form is received, the Library Director shall notify the Chair, Vice Chair, the State Librarian and Library staff.

Step 2 – The Chair or Vice Chair shall notify the individual in writing of the receipt of their Request.

Step 3 – The Trustee Chair shall select an ad hoc Reconsideration Committee consisting of an odd number of trustees, staff and residents.

Step 4 – The Reconsideration Committee meets as many times as necessary to prepare a report for the Board.

Step 5 – Trustee Chair shall review the report and refer any questions back to the Reconsideration Committee. Once the Chair accepts the report, the Chair shall add it to the agenda for the next regular monthly Board meeting or a special Board meeting.

The Trustee Chair or Vice Chair shall send the individual written notification, of the time, date, and place that the Board will consider the request. All meetings are posted and open to the public.

Step 6– The Chair of the Board of Trustees shall present the Reconsideration Committee's Report and Recommendations to the Board. After Trustee discussion, a vote will be called and the results are final.

Step 7 – The Trustee Chair or Vice Chair shall inform the individual in writing of the Board’s vote. The Library Director shall inform the State Librarian of the Board’s vote in writing.

Reconsideration Committee Guidelines:

1. The Committee shall consider whether the selection of the resource in question follows the criteria stated in the Policies on Collection Development and Programming, as well as other Library policies.

1.a The committee members shall review the Library's Mission Statement, Policies on Collection Development, Programming, and Policy on Reconsideration.

1.b The Committee shall be mindful that freedom to read and access to information is essential to our democracy and base deliberations and judgments on these broad principles rather than in defense of individual resources.

1.c The Committee's deliberations and judgments should be an objective evaluation of the resources within the scope of the library's selection policy.

2. The Committee shall review the Individual's Request for Reconsideration.

2.a Committee members shall read or view all materials referred to, including the full extent of the material in question, available reviews, notices of awards, etc.

2.b 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 discussions based on the work as a whole.

3. The Committee shall prepare a report with the pertinent facts about selection of the resource and a recommendation to retain, relocate or remove the resource.

3.a The Report shall present both the majority and minority opinions.

3.b The Report shall be forwarded to the Trustee Chair. The Chair shall review and if needed refer any questions back to the Committee. Once the Chair accepts the report it will be added to the agenda of the next Board of Trustee's meeting.

For more guidance, NH State Library and ALA resources are available.

Revised and adopted