

Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The _____ Public Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by the library's Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form (below) entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including the acquisition staff member for the subject area of the item in question. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Library Board of Directors of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Library Board of Directors reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Morton Grove Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

Request for Reconsideration of Library Materials

Author/Artist _____

Title _____

Book _____ Periodical _____ Other _____ Publisher/Date _____

Please state the reason for your request. _____

Have you read/viewed/listened to this work/exhibition in its entirety?

What are the positive points of this material? _____

What would you like the library to do about this work? _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

Have you read the _____ Library Collection Development Policy?

Request initiated by _____

Address _____

State _____ Zip _____ Phone _____

Do you represent:

_____ Yourself

_____ Organization (name) _____

Date: _____ Signature of Patron: _____

Date: _____ Received by Staff Member: _____