

## **Reconsideration of Library Materials Policy and Procedure**

The choice of library materials by a library user is an individual matter. While a person is free to reject materials for oneself, they may not restrict the freedom to choose those materials by other library users.

The Dighton Public Library recognizes that certain materials are controversial and that any given item may offend some library users. Library users have the right to express concerns about library resources and have the objection taken seriously.

A library user who has concerns with library materials is encouraged to discuss them with library staff. This staff member will discuss the Materials Selection Policy and the application of selection materials. If the library user is not satisfied with the response to the request, a formal reconsideration of the library material may be made. The library's procedure for reconsideration will be explained and followed. A separate Request for Reconsideration must be filled out for each item.

When library resources are reconsidered, the principles of the freedom to read, listen and view the item are defended rather than specific materials. Questioned items will remain available while being reviewed.

The procedure for the reconsideration of materials consists of the following:

1. The library user completes the form for the Request for Reconsideration of library materials and submits it to the director. This request may not be submitted anonymously. A copy of the Dighton Public Library's Collection Development policy will be given to the library user for their review.
2. The Request for Reconsideration will be referred to a committee of library staff and the director to determine if the retention of the item would be a violation of the Materials Selection policy.
3. The committee will reconsider the time using the general criteria of the Materials Selection policy and reviews from recognized sources, then make a written decision.
4. The director will inform the library's board of trustees of the decision.
5. The director will respond in writing to the library users regarding the committee's decision.

6. An appeal of this decision may be made to the library board of trustees. The appeal will appear on the agenda of a library board of trustees meeting, and the library user will be invited to attend.
  
7. The library board will reconsider the decision based on whether or not the particular item conforms to the board-approved materials selection policy. The library board of trustees will make the final determination of the matter and notify the library user in writing of this action.

**DIGHTON PUBLIC LIBRARY**

**REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

The Trustees of the Dighton Public Library have established a materials selection policy and procedure about gathering input about particular items. Completion of this form is a part of the procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Do you have a library card with us? \_\_\_\_\_

If yes, Library Card Number \_\_\_\_\_

Do you represent self? \_\_\_\_\_ an Organization? (Please indicate name) \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_ Book (ebook) \_\_\_\_ Video \_\_\_\_ Audio \_\_\_\_ Electronic Information \_\_\_\_ Magazine

\_\_\_\_ Content of Library Program \_\_\_\_ Newspaper \_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

What brought this resource to your attention?

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

Please describe your concerns regarding this item. (Use other side or additional page if needed.)

Are there other resources you suggest to provide additional information and/or viewpoints on this topic?

What action are you recommending for the library to consider?

**Please return to Dighton Public Library, Director, 979 Somerset Avenue, Dighton, MA, 02715**