

Lee Public Library Request for Reconsideration Of Library Material Procedure

The following steps are undertaken when a patron formally requests the reconsideration of library materials:

1. Each concern will be handled in a calm, attentive and consistent manner.
2. Staff members addressing the patron's concern will provide the patron a copy of the Collection Development Policy and indicate that this document explains the library's materials selection process and policy.
3. A patron who wishes to pursue his/her concern further will be referred to the Library Director. A patron who is still not satisfied will be informed that a "Request for Reconsideration of Library Material" form may be completed .
4. The fully completed reconsideration form will be submitted to the Director with a copy of the material in question.
5. The Director will arrange for the request to be added to the agenda at the next regularly scheduled Lee Public Library Board of Trustees meeting. The petitioner is free to attend the Board meeting, which is open to the public.
6. The Board of Trustees will consider the request. The Board will take one of the following actions:
 - a. Retain the material in the collection.
 - b. Withdraw the material as requested.
 - c. Defer action until the next Board meeting.
7. Once a decision concerning the request for reconsideration has been made, a member of the Board of Trustees will provide the petitioner with a written determination. The Lee Public Library Board of Trustees will have final say on any request for the removal of materials from the library or the addition of suggested materials.

Adopted by the Board of Trustees, May 8, 2003