

Request for Materials Reconsideration Policy (11/21)

Requests for materials reconsideration will only be accepted from patrons living within the Districts boundaries

Library patrons requesting reconsideration and removal of items in the collection may submit a request for reconsideration of library material form from library staff. The Director or designated staff will review the request in relation to the Library's mission and selection criteria. The Library Director will reply to the request within 15 days. The item in question will not be removed from the shelf during the reconsideration process. All requests for reconsideration will be reported to the State Library of Oregon's Intellectual Freedom Clearinghouse (OIFC).

Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action beyond informal discussion 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.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library Director which includes a completed form and a written synopsis of the material to be reconsidered. The synopsis may not be copied from the book jacket and must be in the requestor's own words.
3. 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.
4. Within 15 business 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.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Directors.
6. If 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.
7. The Board of Directors reserves the right to limit the length of public comments.
8. The decision of the board is final.