

# **Randolph County Public Libraries**

## **Reconsideration Policy and Procedure**

The library welcomes public input and library staff always are willing to discuss with any member of the public items in the library collection and the reasons why items are included. Anyone who has a concern or question about items in the collection is invited to raise the matter with library branch managers, division heads and/or administration.

Any library cardholder in good standing may request reconsideration of an item or items in the library's collection. The reconsideration request may ask for removal of the item, relocation of the item, or some other disposition. Because removal of an item from the collection prevents all library users from accessing it through the library, and because relocation of an item may place a barrier between the item and its intended audience, a reconsideration request requires special effort on the part of the person making the request and should not be made lightly or frivolously.

Reconsideration requests are measured against the Materials Selection criteria and the Intellectual Freedom Statement in the Randolph County Public Libraries Collection Development Policy. If the item in question is determined to have met selection criteria, it will remain in the collection. Further, libraries must take special care to ensure that individuals' freedoms to read and view under the First Amendment of the United States Constitution are upheld.

In the case of electronic resources provided by database vendors or through consortia arrangements, removal or restriction of access to individual items may not be possible. In the case of such reconsideration requests, retention decisions will be based on the overall value of the electronic resource that contains the item of concern.

The Randolph County Public Library Board of Trustees has the legal responsibility for the collection and its protection under the First Amendment of the United States Constitution and under the Randolph County Public Library Ordinance as provided for in Chapter 153A, Article 14, of the North Carolina General Statutes.

### **Reconsideration Requests – General Requirements**

- Anyone requesting reconsideration of an item must have been a library cardholder for a minimum of 30 days and must be in good standing (no overdue or lost items).
- A patron requesting removal or relocation of an item must read or view the work in its entirety before requesting reconsideration.
- A patron requesting removal or relocation of an item must read the Randolph County Public Libraries Collection Development Policy and this Reconsideration Policy and Procedure in their entirety (excluding the Conspectus).
- A patron may request reconsideration of no more than three items in any one-year period.
- Any number of patrons representing a single group or organization may request reconsideration of no more than three items in any one-year period.
- No more than five requests for consideration will be accepted in any one quarter due to the time required to review and respond to such requests.

- No challenged materials which have been duly selected shall be removed from the library's collection except on the recommendation of the Library Director or upon formal action of the Board of Trustees when a recommendation of the Director is appealed.

### **Reconsideration Procedure**

1. A patron expressing concern about an item must first discuss their concern with the library director, assistant director and/or the manager of the branch or division for which the item was selected. The patron will be provided with a Reconsideration Packet, including the Randolph County Public Libraries Collection Development Policy, the Reconsideration Policy and Procedure and the Statement of Concern About Library Resources form.
2. If reconsideration is still requested, the patron will complete the Statement of Concern About Library Resources form. A form must be completed for each item requested for reconsideration. The form must be filled out completely. The library director may decline to review requests for which forms are not filled out completely or on which the patron indicates not having read or viewed the item in its entirety.
3. The library director will review the request for reconsideration in relation to the Collection Development Policy and respond to the patron with a decision.
4. If the patron is not satisfied with the Library Director's response, the patron may appeal the director's decision to the Randolph County Public Library Board of Trustees. Any request for appeal must be received by the Library Director within 20 calendar days of the date of the Library Director's response.
5. The Board of Trustees will review the request for reconsideration at its next regularly-scheduled quarterly meeting. Requests for review received within one week of a regularly-scheduled meeting will be deferred to the next regularly-scheduled meeting.
6. The Board of Trustees will review the material in question, the Statement of Concern About Library Resources form and the Library Director's decision with its rationale, and will respond to the patron when the review process is complete.
7. Per the Randolph County Public Library Ordinance, the decision of the Board of Trustees is final.
8. For items retained in the collection following a reconsideration request, no further reconsideration requests for the same item will be accepted for a period of five years.

**Randolph County Public Libraries**  
**Statement of Concern About Library Resources**

Title: \_\_\_\_\_

\_\_\_\_\_ Book \_\_\_\_\_ Video \_\_\_\_\_ Other (specify): \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Request made on behalf of: \_\_\_\_\_ Yourself \_\_\_\_\_ An organization \_\_\_\_\_ Another group

Name of organization/group (if applicable): \_\_\_\_\_

1. Did you read/view the entire work? \_\_\_\_\_

2. What brought the item to your attention? \_\_\_\_\_

\_\_\_\_\_

3. What is your objection? Please be specific. Cite pages if applicable. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What is positive about the work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What do you feel might be the result of reading/viewing the material? \_\_\_\_\_

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6. For what library patrons would you recommend this work? \_\_\_\_\_

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7. What do you believe the theme of the work is? \_\_\_\_\_

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8. What resource(s) do you suggest to provide additional information or other viewpoints on this topic?

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9. Action requested:

\_\_\_\_\_ Review by library director to determine if work fits Collection Development Policy

\_\_\_\_\_ Other action (explain) \_\_\_\_\_

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9. In its place, what would you recommend that would convey as valuable a perspective of the subject?

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_