

## East Troy Lions Public Library Reconsideration Policy

Original Policy Approved: 12-13-2022
Policy Updated and Reviewed:
Updated Policy Approved:

### Procedures for Reconsideration:

Any individual expressing an objection or concern about specific library materials should receive respectful attention from the Library Director and the Staff. For reconsideration of material in the collection the attached form must be completed by the requester. That requester must be a resident of the Village of East Troy or live within the boundaries of the East Troy Community School District and have an active/valid East Troy Lions Public Library card in good standing. Patrons living outside the boundaries of the East Troy Community School District may submit a comment form about materials.

A formal Request for Reconsideration of Materials is limited to one per household at a time. A second request must wait until the Library Board has reached a decision regarding the first one. Any requests will be dealt with in the order in which they are received.

#### 1.) Staff

- Receives contact and offers the following options: 1) Talking with the Library Director or 2) Filling out the Request for Reconsideration form.
- Notifies the Library Director.

#### 2) Library Director:

- Promptly initiates contact with the patron.
- Discusses the request.
- Notifies the patron of the need to fill out a Request for Reconsideration form.
- If the form has not been filled out by the patron, the Director will provide a copy of the form and the Materials Selection Policy, the Reconsideration Policy and the ALA's [Library Bill of Rights](#), [Freedom to Read Statement](#) and [Freedom to View Statement](#) documents to the patron.

3) Upon receipt of a complete written Request for Reconsideration, the Library Director will do the following:

- Review the Materials Selection Process.
- Research/locate/identify recommendations of Critics and the Media.
- Re-evaluate the material. This step cannot be completed until the material is returned to the library.

- Notify the Library Board of the request and makes a recommendation on the removal, retention, or replacement of the material.
- Notify the patron of the Library Board Meeting date & time that their request is to be considered.
- Track hours spent on the re-evaluation process. Time exceeding four hours will be billed to the patron requesting reconsideration at that employee's hourly rate.
- Continue to circulate the material until a decision has been reached.

#### 4) Library Board:

- Review the Materials Selection process.
- Evaluate the material in its entirety.
- Review the completed Request for Reconsideration form.
- Schedule a special meeting to act on the Request for Reconsideration.
- Board reserves the right to limit the length of public comment.
- Listens to the recommendation provided by the Library Director.
- Discuss the challenge as a committee of the whole.
- Decide to remove, retain, or replace the material.
- The Library Board President will communicate that decision to the complainant.

The Library Board's decision will be considered final.

## Request for Reconsideration of Material

This form must be filled out in its entirety to be considered. The Library will not respond to incomplete forms. Please review the East Troy Lions Public Library Materials Selection Policy and the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) before completing this form.

Name: \_\_\_\_\_  
(Request initiated by)

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

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

Do you represent: Self \_\_\_\_\_ An Organization (please specify) \_\_\_\_\_

What is the title, author, and format of the material you want reconsidered?

\_\_\_\_\_

Book \_\_\_ Audio/Visual \_\_\_ Magazine \_\_\_ Other (Please specify) \_\_\_\_\_

How did you learn about this material? \_\_\_\_\_

\_\_\_\_\_

Have you read/listen/view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

1.) What do you believe is the purpose of this work?

\_\_\_\_\_

\_\_\_\_\_

2) What are your concerns about the material? (Please be specific – cite pages)

\_\_\_\_\_

\_\_\_\_\_

3) Explain how the material fails to meet Intellectual Freedom standards.

\_\_\_\_\_

\_\_\_\_\_

4) What reviews of this work by Critics or the Media support your reasons for reconsideration?

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5) Who would be negatively impacted by this material and how? Citations and evidence are required.

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6) Is there a work you would recommend that would convey the same ideas and perspectives of the reconsidered work? Please include titles and reviews of replacement suggestions.

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7) What action are you requesting that the Library Board consider as they review the requested material?

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8.) What would you replace the material with? Include titles and profession reviews of replacement.

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9) Why do you believe you should be able to restrict the reading choices of community members, including children?

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By signing this form, I acknowledge that I have read the ETLPL Materials Selection Policy, the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#), and the material being reconsidered in their entirety and accept that the decision of the Library Board of Trustees as final.

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Signature of Complainant

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Date

By signing this form, I acknowledge that I have received the completed Request for Reconsideration of Material.

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Signature of Library Director

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Date

Time

**Material Comment**

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(Comment made by)

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

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Book \_\_\_ Audio/Visual \_\_\_ Magazine \_\_\_ Other (Please specify) \_\_\_\_\_

How did you learn about this material? \_\_\_\_\_  
\_\_\_\_\_

Have you read/listen/view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

1.) What do you believe is the purpose of this work?  
\_\_\_\_\_  
\_\_\_\_\_

2) What are your concerns about the material? (Please be specific – cite pages)  
\_\_\_\_\_  
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3) Explain how the material fails to meet Intellectual Freedom standards.  
\_\_\_\_\_  
\_\_\_\_\_

4) What reviews of this work by Critics or the Media support your reasons for reconsideration?

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Signature of Commentor

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Date



## Library Board of Trustees Evaluation of Challenged Materials

Title:

Author:

Format:

Complainant:

Date of Challenge:

Having read, viewed, or listened to the material in its entirety, examined critical reviews of the material, and heard the Library Director's reasoning with respect to the material, we recommend:

\_\_\_\_\_ retain the challenged material in the collection

\_\_\_\_\_ retain the challenged material but move it to another location in the collection

\_\_\_\_\_ withdraw the challenged material

\_\_\_\_\_ other (specify)

Our reasons for the recommendation given above are as follows:

Signature (Library Board of Trustees President):

Date:

Submit completed form to: Library Director, East Troy Lions Public Library

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What is the title, author, and format of the material you want reconsidered?

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Book \_\_\_ Audio/Visual \_\_\_ Magazine \_\_\_ Other (Please specify) \_\_\_\_\_

How did you learn about this material? \_\_\_\_\_

\_\_\_\_\_

Have you read/listen/view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

1.) What do you believe is the purpose of this work?

\_\_\_\_\_

\_\_\_\_\_

2) What are your concerns about the material? (Please be specific – cite pages)

\_\_\_\_\_

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3) Explain how the material fails to meet Intellectual Freedom standards.

\_\_\_\_\_

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4) What reviews of this work by Critics or the Media support your reasons for reconsideration?

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5) Who would be negatively impacted by this material and how? Citations and evidence are required.

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6) Is there a work you would recommend that would convey the same ideas and perspectives of the reconsidered work? Please include titles and reviews of replacement suggestions.

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7) What action are you requesting that the Library Board consider as they review the requested material?

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8.) What would you replace the material with? Include titles and profession reviews of replacement.

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9) Why do you believe you should be able to restrict the reading choices of community members, including children?

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Date

Time

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