

## **Collection Development Policy: Reconsideration of materials**

In the context of the following procedure, “Patron” is defined as anyone who may borrow directly from Dorr Township Library, including registered residents of Dorr Township, resident patrons of other libraries in the Lakeland Library Cooperative, and patrons eligible to borrow under the MeL Visiting Patron program.

The Library affirms that it is the right of every patron to request that the Library consider removing or restricting access to any material the Library offers. Patrons are entitled to a prompt and courteous response and a full investigation, as described in this Policy.

No material shall be removed from the Library’s collection until all steps in the following process have been completed.

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- In support of the patron’s objection, they should be prepared to
  - Demonstrate an understanding of the work.
  - Express their objection in their own words.
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- The process of processing the initial Request for Reconsideration can take 16-24 work hours. In recognition of the impact of the process on the Library’s resources, each patron is limited to three (3) active Requests for Reconsideration at a time. As each is resolved, the patron may submit a new challenge through the same process.
- The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form.
  - If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn.
  - If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
  - The written decision of the Director will be posted on the Library website ([dorrlibrary.michlibrary.org/Reconsideration](http://dorrlibrary.michlibrary.org/Reconsideration)) upon completion, with all information identifying the complainant redacted, while the judgment is in place.
- A written appeal of the Library Director’s decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.

- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.
- Judgment for each challenged item shall be in place for a period of two (2) years from final disposition (beginning 10 days after the date on the Director's written decision, if there is no appeal; or on the date of the Library Board's decision if there is an appeal). This will render said item ineligible for a challenge for the entirety of those two (2) years if the item is retained. If the item is removed, the same item will be ineligible for acquisition by the Library staff for two (2) years; if restricted, ineligible for a change in status. At the end of the two (2) year period, another reconsideration of the same item may take place.

Updated and Approved by the Dorr Township Library Board of Trustees October 17, 2022.

**Request for Reconsideration – Dorr Township Library**

Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Library Card Number \_\_\_\_\_

Do you represent:  yourself  an organization? (check one)

What type of material or service are you commenting on?

Book  Magazine  Library Program  Movie  Music CD  Display/Exhibit  Newspaper  Audio recording  Internet Resource/Site  Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

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

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

If commenting on a program/display/exhibit what is the title and the date?

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

Date: \_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_

\_\_\_\_\_

Please sign and date.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.  
Please use the back of this page for further comments if necessary.