

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.

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”).
- 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 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the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn.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.
- 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.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 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 Slide 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.

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.