

## **Rigby City Library Reconsideration Policy and Form**

The Rigby City Library encourages and respects diversity within the library by upholding and promoting the American Library Association's position on intellectual freedom as set forth in the Library Bill of Rights and the Freedom to Read Statement. The library upholds the right to secure resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

### **Reconsideration of Materials/Item**

Requests for Reconsideration may only be made by City of Rigby residents who have an active Rigby City Library Card or by Non-residents who own property within the City of Rigby and have an active Rigby City Library Card. The following steps will be used to address concerns regarding withdrawal or reclassification of materials or item:

1. Patron may discuss their concern with a Library Supervisor or Director. If a patron is not satisfied with the response, they will be provided with a form to request formal reconsideration of the issue at hand.
2. The patron is required to complete and submit a reconsideration form to the Library Director.
3. The Director, with other 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. If the reconsideration form addresses issues other than materials in the collection, the Director and staff will evaluate. During which time the material in question shall remain in the active collection.
4. The Director will make a decision about the work/item. A letter will be sent to the concerned person who requested the reconsideration, stating the reasons for the decision in a timely manner.
5. If the patron is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (referred to as the Board) through the Library Director, who will forward the request to the Board along with the staff recommendations.
6. After reviewing the item in question and making full consideration of the specific material/item, the Board shall make a final determination on the matter.
7. The decision of the Board is final.

# Request for Reconsideration

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

Library card number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Do you represent:  Yourself  Organization \_\_\_\_\_

## 1. Resource on which you are commenting:

Book  Movie  Display  Library Program  Audio Recording

Newspaper  Electronic Information  Other \_\_\_\_\_

If commenting on an item:

Title: \_\_\_\_\_ Author/Producer: \_\_\_\_\_

If commenting on a program/display:

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

## 2. What brought this resource to your attention?

## 3. 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?*

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

## 5. Have you read or heard any reviews of the resource?

## 6. What would you like the Library to do about the resource?

**7. In its place, what resource would you recommend that would convey the perspective of the subject?**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff initials/Date received:** \_\_\_\_\_