



## REQUEST FOR RECONSIDERATION OF MATERIALS POLICY

The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy and procedure which will apply to all requests for reconsideration of materials including:

- Those about materials represented in the collection
- Those about materials not represented in the collection

To comply with this procedure please be advised of the following guidelines:

- A formal request for reconsideration of materials must be made in writing. Forms are available at the circulation desk and upon completion must be delivered in person to the Library Director. Forms must be completed in their entirety.
- One request for reconsideration of materials from a household/organization is accepted at one time.
- Material being challenged must be read/listened to/viewed in full by challenger.
- The Request for Reconsideration of Materials form and its written response becomes part of Williston Community Library's public record.

When a request for reconsideration of library materials is made, the following steps will be followed:

### 1. Informal:

- a. The reconsideration will be listened to calmly and courteously.
- b. The Library's Materials Selection Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
- c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
- d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Materials Selection Policy, Request for Reconsideration of Materials Policy, and the Request for Reconsideration of Materials Form.

### 2. Formal:

- a. If a request for reconsideration of materials form is received, the Library Director will provide a prompt written reply letting the challenger know they have received the request and a decision will be made within 30 business days.
- b. The material shall remain part of the collection until a decision has been made.
- c. Notify the Library Board of the request for reconsideration and assure them the library's procedures are being followed. Present to the Library Board full, written information giving the nature of the reconsideration and identifying the source.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

- e. The Library Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged material in its entirety.
    - ii. Considering the objections in terms of the Library's Materials Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection or, if applicable, moved to an appropriate section of the library.
  - g. If the material does meet the selection criteria, the material shall remain part of the collection.
  - h. The Library Director will respond to the request clearly and precisely within 30 business days, stating the reasons the material was withdrawn, moved, or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels the request for reconsideration of materials has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing, to be determined by the Library Board and Library Director, will be conducted with the Board acting as the decision-making body within 30 business days.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held within 30 business days—the location and beginning time of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - e. Each speaker will be given four minutes in which to present their point of view. A timekeeper will be appointed prior to the meeting.
  - f. Library Board members will be given time to ask questions following each testimony.
  - g. Each speaker should present a written copy of their testimony to the Library Board members.
  - h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within ten business days after the hearing.
  - i. The Board will make their decision public and the Library will take action in accordance with that decision.
  - j. Once a decision has been made, said material cannot be challenged again for three years from final decision date.

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