

Northville District Library

Request for Reconsideration of Materials Form

Date: _____

Title: _____

Author/Artist/Performer: _____

Format: (Circle one)

Book DVD Magazine Book on CD Music CD Video Game

Request Initiated by:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Do you represent:

____ Yourself

____ Organization or Group (Name): _____

Did you read/view/listen to the entire work? Yes ____ No ____

What do you find objectionable in this work? (Please give specific examples).

Northville District Library

Request for Reconsideration of Materials Procedure

Persons who are concerned about the appropriateness of library resources or are unsatisfied with the response from an informal discussion about a title may choose to make a formal request for reconsideration of the work in question using our ***Request for Reconsideration of Materials*** form. The request will be reviewed by the librarian in charge of that collection, along with the Director or Assistant Director. Patrons' concerns should be addressed in a timely fashion.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions may complete the ***Request for Reconsideration of Materials*** form. The librarian will give the form to the Director.
2. The Director, with appropriate 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.
3. Within 15 business days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
4. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
5. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
6. The Board of Trustees reserves the right to limit the length of public comments.
7. The decision of the board is final.