

## St. Lucie County Library System

### Policy: Request for Reconsideration of Library Materials

The Library welcomes citizens' expressions of opinion concerning materials acquired for the Library collections. Requests to remove materials will be considered within the context of the policies set forth in the Collection Management Policy.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials should complete and sign the Request for Reconsideration of Library Materials form. The completed form will be forwarded to the Library's Collection Librarian.

The Library's Collection manager will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the Library's collection. If necessary a committee of senior staff will be convened to review the item in question. The Chair of this committee will consult with the Library Director and a decision made regarding the retention or removal of the item.

Once a decision has been made regarding the retention or removal of the material, a letter from the Library Director explaining the decision, and the reasons for it, will be sent to the person who submitted the Reconsideration form.

If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Advisory Board. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Criteria for Selection outlined in the Board-approved Collection Management Policy.

Approved by the Library Advisory Board on July 16, 2018