

OPERATIONS

Reconsideration of Library Materials and Programs

- I. STATEMENT** Materials and programs through the Red Jacket Community Library (Library) are available to all patrons. The choice of Library materials and programs used is an individual matter. Parents or guardians are the authority in determining what programs and materials are appropriate for children in their care. While a patron may accept or reject materials and programs for themselves, they may not insist or restrict access to others. The Library recognizes that a diversity of materials and programs may result in requests for reconsideration.
- II. PURPOSE** To establish a procedure that assures requests for reconsideration of Library materials and programs are addressed in an attentive and consistent manner.
- III. POLICY**
- A. INFORMAL REQUEST FOR RECONSIDERATION OF MATERIAL OR PROGRAM**
1. If a person who is a citizen of the United States, at least eighteen years of age, and a resident of the Manchester-Shortsville Central School District for a period of thirty days makes a request for reconsideration they will be referred to the Director or the staff member in charge.
 2. The Director (or staff member) should speak with or contact the patron to explain the Library Collection Development Policy.
 3. If the person is not satisfied with the explanation, the person may choose to make a written request for reconsideration.
 - a. The Director should describe how the person may obtain a copy of this policy and a Request for Reconsideration Form.
 4. Material or programs purchased by the Library based on the guidelines for selection within the Collection development Policy will not be automatically removed or discontinued by the Director following an informal request for reconsideration.
- B. WRITTEN REQUEST FOR RECONSIDERATION OF MATERIAL OR PROGRAM**
1. If the person chooses to make a written request for reconsideration, they must complete a Request for Reconsideration Form (see Appendix 1C) and submit the form to the Director.
 2. The Director will refer the Request for Reconsideration Form to a review committee. Review committee members must be:
 - a. The Library Director.
 - b. A resident of the Manchester-Shortsville Central School District, whom is neither an existing nor former Library employee, officer, or trustee.
 - c. A librarian or a director of another public library within the OWWL Library System.
 3. Each committee member must agree, prior to meeting, that written statements on the Request for Reconsideration Form, any additional verbal, written, or electronic comments

made by the person completing the form, and communication among the review committee remain confidential.

4. The committee will meet and issue a decision in a timely fashion.
 - a. When reconsidering the material or program in question the committee will use existing Library policies including the Collection Development Policy and any available reviews of the material or program in question from recognized sources.
 - b. The Director will inform the person of the review committee's decision, in writing with any recommended action, within ten (10) business days of the committee's decision. While the person's and committee's comments are to be held confidential, brief anonymous quotes, may be used in the decision letter.

C. WRITTEN APPEAL

1. The person may appeal the committee's decision in writing to the Red Jacket Community Library Board of Trustees.
2. The decision of the appeal by the Board of Trustees shall be final.
3. An officer of the Board of Trustees will inform the person of the Board of Trustees' decision, in writing, within five (5) business days of the Board's decision.

IV. REFERENCES

- A. None

Revision History	
6/26/2023	Include programs, with materials, as potential subject for reconsideration. Format in accordance with Policy 100-2.