

# **WILLIAM JEANES MEMORIAL LIBRARY**

## **RECONSIDERATION of LIBRARY MATERIALS, SERVICES, PROGRAMS, AND DISPLAYS - POLICY AND FORM**

The William Jeanes Memorial Library (“Library”) does not promulgate particular beliefs or views, nor does the selection of an item or presentation of a program express or imply an endorsement of the author’s viewpoint.

Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft. Library program attendance may be restricted to a specific age group in an effort to provide concepts and skills relevant to that age group. Unaccompanied adults are not permitted in Children’s or Teen programs, as per the [Library Use Policy](#).

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by customers, but will be governed by the [Collection Development Policy](#) in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials, a program, or display will be asked to put their request in writing by completing and signing the form entitled “Request for Reconsideration of Library Materials/Services/Programs/Displays.” (attached)

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question, the program manager, the display creator, and/or the appropriate Department Manager. The committee will make a written recommendation to the Director, who will then make a decision regarding the disposition of the display, material, or program. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Directors of all requests for reconsideration.

In the event that the person who initiated the request is not satisfied with the decision of the Director, she/he may appeal for a hearing before the Board of Directors by making a written request to the President of the Board. The Board of Directors reserves the right to limit the length of presentation and number of speakers at a hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the William Jeanes Memorial Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

## Request for Reconsideration of Materials, Services, Programs, and Displays

Request initiated by (your name): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ (home/work/cell)

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

Do you represent:

    Yourself

    An organization (name): \_\_\_\_\_

    Another group (name): \_\_\_\_\_

Title of material/service/program/display:

\_\_\_\_\_

Author (if applicable):

1. To what in the work do you object? Please be specific; cite page number, timestamp, or other detail if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/view/listen to the entire work, if applicable?    \_\_\_Yes                   \_\_\_No<sup>1</sup>  
    If not, what parts have you read/viewed/listened to/participated in?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup>Note that as per our Collection Development Policy: "An integral part of the Library's Materials Selection/Collection Development Policy is that materials are evaluated as complete works and not on the basis of a particular passage or passages. Therefore, only those requests in which the initiator has read/listened/viewed the ENTIRE work will be considered."

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3. What do you feel might be the result of someone reading/viewing/listening to/participating in this work/service/program/display?

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4. In your opinion, is there anything good about this work/service/program/display?

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5. Are you aware of judgments of this work/service/program/display by critics, reviewers, experts in their field, etc.?

Yes \_\_\_\_ No \_\_\_\_

6. What would you like the Library to do about this material/service/program/display?

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

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Signature

Date