

## **REQUEST FOR RECONSIDERATION OF MATERIAL**

### **REVIEW PROCEDURE**

#### **BACKGROUND INFORMATION**

The Peterborough Public Library strives to acquire and make available a wide range of materials in a variety of formats to meet the needs of variety of users. The Library is aware that some materials are controversial and may offend some patrons. Basic to the Library's Material Selection Policy is the Peterborough Public Library Board's Intellectual Freedom policy. While the Board recognizes the right of any individual or group to reject material for personal use, it does not accord to any individual or group the right to restrict the freedom of others to make use of that material.

#### **PROCEDURE**

Individuals who would like staff to reconsider a selection decision may do so, following the procedure outlined below.

1. Communicate your concerns, either verbally or by email, to the Collection Development Librarian. The Librarian will respond to your concerns, either giving reasons the item is in the collection, moving the item to a more suitable area or removing it from the collection.
2. If you are not satisfied with the outcome, you may complete the Request for Reconsideration of Material form and return the form to any branch of the Library. The original request is sent to the Library Manager; a copy is sent to the Collection Development Librarian.
3. The Collection Development Librarian or designate will gather information such as reviews, the length of time the item has been in the collection, number of copies, number of times the item has been checked out and any other pertinent information. The Collection Development Librarian, in consultation with the Library CEO, will make a decision based on this information and that of the complainant.
4. A written decision will be provided to the complainant within one month.
5. The decision may be appealed in writing to the Library Board. The decision of the Library Board is final.



## REQUEST FOR RECONSIDERATION OF MATERIAL

Name (please print)\*: \_\_\_\_\_

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

Library card number: 2312100 \_\_\_\_\_ Phone number: \_\_\_\_\_

If representing a group or organization please specify:

Name of organization: \_\_\_\_\_

Address of organization: \_\_\_\_\_

Chief Officer: \_\_\_\_\_

### MATERIALS TO BE CONSIDERED

Author / Creator: \_\_\_\_\_

Title: \_\_\_\_\_

Format (e.g. book, music CD, DVD, etc.): \_\_\_\_\_

How was this item brought to your attention:

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

Have you read/listened to/viewed the entire item? \_\_\_ Yes \_\_\_ No

Please state your objections to this material. Be specific and give references to pages, scenes, etc. where applicable.

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

Have you read any reviews of this material? \_\_\_\_\_

What action do you recommend taken on this material? \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR LIBRARY USE

Received By: \_\_\_\_\_ Date \_\_\_\_\_

Original – Library CEO    Copy – Collection Development Librarian