

## **Reconsideration of Library Materials & Resources Policy**

*(formerly Collection Input & Challenges from Patrons Policy)*

### ***Statement of Purpose***

The Library Board of Trustees has delegated the responsibility for selection and evaluation of Library materials and resources to the Librarian. This policy is established to identify reconsideration procedures for addressing a patron's or a member of the public's concern about these resources.

### ***Policy***

Anyone wishing to express concern about materials or resources in the Collection may request that the Library reconsider the item(s) by completing a *Request for Reconsideration of Library Materials Form*, which is available at the Library and online. The completed form should be submitted to the Librarian, who will place it on the agenda for the next regular meeting of the Library Board of Trustees.

The Board of Trustees will review the written request at its meeting, and after consultation with the Librarian, render its decision. The person submitting the request for reconsideration will receive a written reply within 14 days of the Board meeting. The decision of the Library Board of Trustees is Final.

*Revised and Approved by Board of Trustees 6/27/2022*

*Approved by Board of Trustees 4/25/2011*

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

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Instructions: To request reconsideration of a Library resource, please complete this required form and submit it to: Librarian

James E. Nichols Memorial Library  
PO Box 1339  
Center Harbor, NH 03226  
[chlibrarynh@gmail.com](mailto:chlibrarynh@gmail.com)

Attach additional sheets, if needed. No request will be considered without this completed form.

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1. Name of person submitting request: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street State Zip

2. I represent:  Myself  Organization/Group  
Name: \_\_\_\_\_

3. Reconsideration requested for:  
 Book  Audiobook  DVD  Electronic Resource  Other: \_\_\_\_\_

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

Author/Producer: \_\_\_\_\_

Copyright/Production/Issue Date: \_\_\_\_\_

4. Have you read the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*?  Yes  No

5. Have you reviewed the Library's *Collection Development Policy*?  Yes  No

6. Did you read, watch or listen to the entire work?  Yes  No; If no, what parts did you read, watch or listen to? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What specifically concerns you about this resource? Cite the page(s) or section(s) of concern.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What do you think is the theme or purpose of this resource? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What resources would you suggest to provide additional information and/or different viewpoints on this topic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please summarize any critical reviews or judgments about this resource you have read or heard.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. For what age group would you recommend this resource? \_\_\_\_\_

12. What would you like the Library to do about this resource?

- Withdraw it from the Library collection
- Change its location
- Reevaluate for collection development
- Other: \_\_\_\_\_

13. Number, if any, of additional sheets attached: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR BOARD OF TRUSTEES USE	
Date of Board meeting when <i>Reconsideration Request</i> was discussed:	
Board Decision:	
Signature:	Date:
Chairperson, Board of Trustees	
Date written reply sent to person requesting reconsideration:	
Reply sent by:	Title:

*Revised & Approved by Board of Trustees 06/27/2022*  
*Approved by Board of Trustees 04/25/2011*