Pembroke Public Library Request for Reconsideration of Library Materials Policy and Form

I. **Policy**
II. **“Request for Reconsideration of Materials” form**

I. Policy

a. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.
b. 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 patrons, but will be governed by this policy in making additions to or deleting items from the collection.
c. Library materials will not be marked or identified to show approval or disapproval of their contents and no Library materials will be sequestered, except to protect it from damage or theft.
d. Responsibility for reading and the use of the Library by children rests with their parents or legal guardians. At no time will Library staff act *in loco parentis*. Selection of Library materials will not be inhibited by the possibility that they may come into the possession of children.
e. Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form. Once the form has been fully completed and returned to the Library, the collection development staff and/or the Library Director will review the submission.
f. The Library Director and/or other collection development staff will decide whether the Library material remains on the shelf or is removed and will notify the patron of said decision.
g. The decision of the Library staff and/or Director may be appealed to the Pembroke Public Library Board of Trustees.

II. Form (Printable version on next page)

a. This form is to be presented to Library users seeking to file a "Request for Reconsideration" regarding Pembroke Public Library materials.

Approved and Voted by the Trustees on April 20, 2022.

Request for Reconsideration of Library Materials Form

Pembroke Public Library

Date: _____

Request initiated by (your name): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent:

_____ Yourself

_____an Organization (name): _____

_____ another Group (name): _____

Media Type*:*

____Audiobook ____Book ____DVD ____Magazine ____Audio CD ____Other (please specify)

Author: _____

Title: _____

Call Number: _____ Copyright Date: _____

1. What brought your attention to this material?

2. Have you examined (read/viewed/listened to) the entire work or resource?

____ Yes ____ No

If no, which parts have you examined? Please attach additional pages if necessary.

_____

3. To what in the work do you object? Be specific, if possible (site a page number, time stamp, etc.). Please attach additional pages if necessary.

_____

_____

_____

4. What concerns you about the resource? (use other side or additional pages if necessary)

_____

_____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____

_____

Signature_____ Date _____

Thank you. Please present your request to the Pembroke Public Library to be reviewed by collection development parties for action.

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