

Pembroke Public Library

Request for Reconsideration of Library Materials

Policy and Form

- I. Policy**
- II. “Request for Reconsideration of Materials” form**
- III. “Request for Reconsideration of Digital SAILS 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 removing 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 them 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- e. Patrons requesting that an item be withdrawn from the collection may complete a “Request for Reconsideration of Materials” form or “Request for Reconsideration of Digital SAILS Materials” form.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. Forms (printable versions on following pages)

- a. The “Request for Reconsideration of Materials” form is to be used by patrons seeking to file a request regarding materials in Pembroke Public Library’s physical and digital collection. The Library’s digital collection encompasses all titles available for downloading and streaming that are not purchased by the SAILS Network or another library.
- b. The “Request for Reconsideration of Digital SAILS Materials” form is to be used by patrons seeking to file a request regarding materials in the SAILS digital collection in Overdrive and Libby.
- c. Patrons unsure of which form to use may consult with a Library staff member.

Approved and Voted by the Trustees January 18, 2023.

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 (cite 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.

Request for Reconsideration of Digital SAILS Library Materials Form



The SAILS Board of Directors has established a Digital Content Collection policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please submit this form.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization

1. Resource on which you are commenting:

Title _____

Author/Producer _____

Format _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?
