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e. Patrons requesting that an item be withdrawn from the collection may complete a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?

______________________________________________________________________________