

### **Patron Request for Reconsideration of Library Materials**

If a patron wishes to register a formal complaint about an item in the library, they may submit a "Patron Request for Reconsideration of Library Materials" form. Such request will follow this procedure:

1. A copy of the Materials Selection/Collection Development Policy will be given to the patron with the Request for Reconsideration form.
2. All requests will be reviewed by the Library Director and the Board of Trustees.
3. An Ad Hoc committee made up of staff, board member(s), and community member(s) may be formed.
4. The review committee will read, view, or listen to the material under consideration. Reviews of the material will be provided to the committee if available.
5. The committee will meet to discuss the request for reconsideration and formulate a recommendation for action by the Board of Trustees.
6. The committee's recommendation will be submitted to the board for action at its next regularly scheduled meeting.
7. The board will review the request for reconsideration and the recommendation of the committee and make its decision about the material in question.
8. The Director will notify the petitioner of the decision in writing within one week after the meeting.
9. The decision of the board is final.