

Request for Reconsideration of Library Materials Procedure

Purpose

This procedure establishes the process for reviewing requests for reconsideration of library materials in accordance with the Redford Township District Library Collection Development Policy (Policy 301).

Eligibility to Submit a Request

A formal Request for Reconsideration may be submitted only by:

- A resident of the Redford Township District Library service area; or
- The parent or legal guardian of a minor residing within the service area.

Individuals residing outside the Library's service area may share comments or concerns regarding library materials, but such comments will not be processed as formal requests for reconsideration.

Initial Response to Concerns

When a patron expresses concern regarding a library material, staff shall:

1. Listen respectfully to the concern.
2. Explain the Library's Collection Development Policy (Policy 301).
3. Offer a Request for Reconsideration of Library Materials form if the patron wishes to pursue a formal review.

Staff shall not remove, relocate, restrict, or otherwise alter access to materials based solely on a verbal complaint.

Request Requirements

Requests for reconsideration must:

- Be submitted using the Request for Reconsideration of Library Materials form.
- Be signed by the requester.
- Include the requester's name, address, and contact information.
- Identify the specific title being challenged.
- State the requester's concerns and desired action.

Each request must address a single title, resource, or item.

The requester is expected to have read, viewed, listened to, or otherwise reviewed the work in its entirety prior to submitting a request. The Library may consider the extent to which the requester has reviewed the work when evaluating the request.

Incomplete requests may be returned without further review.

Administration of Requests

Requests shall generally be processed in the order received. The Library may adjust the order of review when necessary for administrative efficiency, staffing considerations, consolidation of related requests, or other operational needs.

A requester may have no more than three (3) active reconsideration requests pending at any one time. Additional requests may be submitted and accepted by the Library, but review may be deferred until one or more pending requests have been completed.

When multiple requests concern the same title, substantially similar concerns, or substantially similar requested actions, the Library may consolidate those requests into a single review and response.

The Library will make reasonable efforts to process requests in a timely manner. Review timelines may vary depending on the complexity of the request, the number of requests received, staffing availability, and other operational considerations.

Material Availability During Review

Materials under reconsideration shall remain available to patrons during the review process unless the Library Director determines that temporary removal is required by law or for another compelling reason.

Administrative Review

Upon receipt of a completed request:

1. The Library Director or designee shall acknowledge receipt of the request.
2. The acknowledgment may include an estimated timeline for review. The time required for review may vary based on the complexity of the request, the number of requests received, staffing availability, and other operational considerations. The Library will make reasonable efforts to complete reviews in a timely manner.
3. The Library Director or designee shall review the material in accordance with the Collection Development Policy (Policy 301).
4. The review may include examination of the material, professional reviews, collection development resources, circulation history, collection needs, staff expertise, and other information deemed relevant by the Library Director or designee.
5. Additional staff may participate in the review at the Director's discretion.

The review shall evaluate the material as a whole and in accordance with the standards established in the Collection Development Policy (Policy 301). The review is intended to assess the work in its entirety and context and does not require the Library Director or designee to personally read, view, listen to, or otherwise consume every work in its entirety when the Director or designee determines that sufficient information is available through professional reviews, staff expertise, examination of the material, and other reliable sources.

Administrative Decision

Following review, the Library Director or designee shall issue a written response to the requester.

The response may include:

- Retaining the material without change;

- Reclassifying or relocating the material;
- Replacing the material;
- Removing the material; or
- Taking other action consistent with the Collection Development Policy (Policy 301).

The Library Director's decision shall constitute the Library's official response unless appealed as provided below.

Appeal to the Library Board

A requester may appeal the Director's decision by submitting a written appeal to the President of the Library Board within thirty (30) days of the Director's written response.

The Board's review shall be limited to determining whether the Collection Development Policy (Policy 301) and this procedure were properly followed.

The Board shall not conduct a new review of the material or substitute its judgment for the professional collection development judgment of Library staff unless it determines that the policy or procedure was not followed.

The Board's decision shall be final.

Repeated Requests

The Library may decline to reconsider:

- The same title;
- A substantially similar concern
- A request regarding a title previously reviewed; or
- A title that is currently under review through another pending reconsideration request.

for a period of two (2) years following the final decision unless substantial new information is presented.

Records Retention

Requests for reconsideration, review materials, correspondence, and final decisions shall be retained in accordance with Policy 305: Records Retention and applicable records retention schedules.