

## Hardin County Public Library Reconsideration Form

In the selection of materials, an attitude of flexibility, open-mindedness, and responsiveness to the changing needs of the community is kept constantly in mind. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

The Library ensures free access to its holdings for all who use the library; people are free to select or reject for themselves any item in the collection. The responsibility for a minor's reading, listening, or viewing material rests with the parent and/or legal guardian; previewing materials is recommended if parents are concerned about content. While one can reject material for oneself or one's child, one cannot restrict access to materials for others.

The Library has established procedures to ensure objective and fair reconsideration of materials. Persons from the community wishing to recommend the removal or reclassification of a particular item in the collection may submit a Request for Reconsideration of Library Materials form. The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of the collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director or their designee, will respond in writing within 30 days of receiving the formal request. The material will be retained in the collection during the reconsideration process.

In the event that the person who initiated the request is not satisfied with the reconsideration decision, they may appeal for a hearing before the Library Board of Trustees by making a written request to the Chairman of the Board. If a hearing is granted, the individual will be notified when they may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Hardin County Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Library Director.

*Please complete in full:*

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization/group?

Name of Organization/Group \_\_\_\_\_

1. Description of item concerned:

Check one:  Book/Audiobook  Magazine/Newspaper  DVD/Blu-Ray

Music CD  Library-Sponsored Program  Library Display  Other (Describe) \_\_\_\_\_

Author/Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher/Distributor: \_\_\_\_\_

2. What brought this item/resource/program/display to your attention?

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3. Did you read/hear/examine/attend the entire work/program?  Yes  No

If no, what parts did you read/hear/examine/attend? Cite specific page numbers.

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4. Have you read any published reviews of this item/resource/program/display?

Yes  No

If yes, please give name and date of publication(s):

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5. What concerns do you have about the item/resource/program/display?

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6. Do you have a recommendation for an alternative to this item/resource/program/display?

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

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8. What action are you requesting the committee consider?

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Signature of person submitting the Reconsideration Form:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of staff member receiving the Reconsideration Form:

\_\_\_\_\_ Date: \_\_\_\_\_

Hardin Public Library appreciates your interest in the library's collection and services. You will receive notification of the progress or decision of this request within thirty days from the date the form is received by the library. [Reviewed 7/20/23]