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Section E: COLLECTION DEVELOPMENT

Subject 200: Citizen's Request for Reconsideration of Library Material, Program, or Display

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Citizen's Request for Reconsideration of Library Material, Program, or Display

To the person requesting reconsideration:

Library policy requires that complaints be filed using this form so each complaint can be discussed in detail. Copies of the library's collection development policy and other policy documents will be made upon request. Thank you for taking the time to provide needed information as forms that are incomplete cannot be considered. This form will be considered an open record to the public to be retained from one to six years after the date of submission.

Your name, printed: _____

Maryville Public Library limits the opportunity to challenge library resources and policies to individuals currently residing or paying taxes to the library within the library's taxing district, and other current cardholders. Do you meet one or both of these requirements? Yes No

Your current living address: _____

Phone number: _____

Email: _____

Please choose one of the following to identify your request. Please note that each request must be limited to one resource, program, or display per document.

- A: Age designation of a library resource, program, or display.
- B: Inclusion of a library resource or program in the library.
- C: Inclusion of a display in the library.

Maryville Public Library has separate policies on *Collection Development* (Policy E:100); and *Library Programs, Displays, & Outreach* (E:100.01). These policies are available at the front desk upon request or on the library's website. Would you like assistance in retrieving a copy of these policies to read?

Please mark one: Yes No

Please identify the resource or program or display that is the object of this request for reconsideration.

Title, or name of program or display: _____

Author (if applicable): _____

Publisher or creator (if known): _____

Call number of library item (if applicable): _____

Location of display within the building (if applicable) _____

1. Please describe the content to which you object: (Please be specific; cite pages if applicable):

2. What do you feel might be the result of reading this library material?

3. Have you read this book or viewed this movie or program in its entirety? ____ Yes ____ No

4 If not, what part(s) have you completed?

5. For what age group would you recommend this material, program, or display?

6. Do you find anything of value in this library material?

7. If you are requesting the removal of this item or program, what item or program would you recommend in its place to be made available as part of the library's collection?

8. Additional comments:

Signature of individual requesting reconsideration

Date of submission

Receiving staff initials & date: _____

Procedures for processing this request:

1. After submission of this form, Library staff will forward this request to the Library Director.
2. Within 15 days—depending upon the availability of the material being challenged—the director or a designated individual in the director's absence will act to notify the individual listed on this form of the decision related to this request, using the contact information provided.
3. At the same time, a notification of the same decision will also be posted on the library's website.
4. The director's decision may be appealed by contacting the director or the Library Board President to request to be heard during the next regular board meeting in accordance with Library Policy B:100.1 *Public Comment at Board Meetings*.