

Farnsworth Public Library: Materials Reconsideration Policy

Farnsworth Public Library recognizes that we serve a varied community with a diversity of tastes and convictions. We welcome expressions of concern about the contents of items held in our collection.

The library fully endorses the principles documented in the Library Code of Ethics, Bill of Rights and the Freedom to Read and Freedom to View Statements of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons with a concern regarding a library item are requested to discuss their concerns with the director. If the patron is not satisfied with the response to their request, the director will provide the patron with a form to request formal reconsideration of the item. Patrons are requested to complete all sections of the **Materials Reconsideration Form** so that we can fully understand your specific areas of concern.

Once the form has been completed, please drop it off at the library. The director and other staff, as deemed appropriate, will review your request. The request will be considered in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the library's collection.

Once a decision has been made regarding the retention or removal of the material, the director will send a letter explaining the decision to the person who submitted the **Materials Reconsideration Form**.

Should the person who submitted the request indicate dissatisfaction with the resolution, he/she may request a hearing by the Board of Trustees. The appeal should be made in writing to the director at least one week prior to a board meeting (generally held on the fourth Tuesday of every month). The trustees will reconsider the decision based on whether or not the particular item conforms to the criteria established by Farnsworth Public Library.

Adopted by Farnsworth Public Library Board of Trustees on January 25, 2022

Materials Reconsideration Form

Farnsworth Public Library

Your Name:

Phone:

Address:

Title of
Material:

Author/Artist:

Please briefly answer the following questions about the item that you would like to have reconsidered.

1.	Did you obtain the item at Farnsworth Public Library, or did you place it on hold to be delivered by another library?	
2.	How did you learn of this item?	
3.	What are your objections to this item?	
4.	What harm do you feel might result from reading/viewing/listening to this work?	
5.	Did you read/view/listen to the work in its entirety? If not, what parts did you read/view/listen to?	
6.	Have you read any professional reviews of the work? If so, please list the names of critics and sources of reviews.	
7.	What do you think are the main ideas of the work or what was the author's/artist's purpose in creating this work?	
8.	What suggestion do you have for a work with a similar purpose to replace this item?	
9.	What would you like the library to do with this material?	

Signature of Complainant

Date

Complainant represents: Individual Organization, please name: _____

Signature of library representative receiving this form

Date

Thank you. The library director will respond to your concerns in a timely fashion.