

**Cedarburg Public Library  
Policy Manual**

**Material Reconsideration Policy**

**I. Policy Objectives**

- Provide a step-by-step process for library patrons to express an opinion on specific library items
- Insure that concerns are handled respectfully and consistently

**II. Information**

The procedure outlined here applies to all challenges to the library's collection, regardless of whether the goal is to remove or limit access to items in the library's collection, or to add material or limit the library's ability to weed the collection.

The Cedarburg Public Library welcomes citizens' expressions of opinion concerning materials included in the library's collection. However, no one person may exercise censorship to restrict others' access to materials. The Cedarburg Public Library adheres to the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View statements, which are an integral part of this policy. Copies of these documents are available on request.

Before requesting reconsideration, a patron should review the library's [Collection Development and Management Policy](#) for details on how the library selects materials since requests to remove items will be considered within the context of those principles.

**III. Procedure**

All requests for reconsideration must be made in writing, using the library's form. If the request is to exclude an item, the material in question will not be removed from the collection or its use restricted in any way before final action is taken on the request.

To request reconsideration:

- Obtain a [Request for Reconsideration of Library Materials](#). This form is available at all library service desks and online at [www.cedarburglibrary.org/about/policies](http://www.cedarburglibrary.org/about/policies)
- Complete the form and return it to the library. (Use one form per item.) The completed form will be given to the Library Director for action.
- The Director will contact the patron to acknowledge receipt of the form.
- The Director and the librarian responsible for the collection will review the material in its entirety, conduct research to re-evaluate the item's appropriateness for inclusion in the collection, and decide whether to add, retain or remove the item.
- The Director will respond to the request within 30 days, explaining the decision.

To appeal:

If the patron is dissatisfied with the Director's decision, s/he may send a letter of appeal to the Library Board of Trustees, asking that the item be placed on the agenda for the next regular Board meeting. The letter must be received at least two weeks prior to the next regular meeting of the Board. If received after that time, the appeal will be deferred until the succeeding regular meeting. The patron may present an oral argument at the meeting at which the Board considers the request.

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Once the Request for Reconsideration is on the agenda, the Board will decide by a majority vote of the members present whether to take up the appeal. If the Board does not vote to consider the matter further, the Request for Reconsideration is ended.

If the Board votes to consider the matter further, the Board may act as a whole or the President may appoint a three-member ad-hoc review panel to study the appeal and make a recommendation to the full Board. The Board will make a final determination within 60 days. In making its decision, the Board and/or the review panel will read, listen or view the entire item; review the Director's research; and consider the criteria listed in the library's Collection Development and Management Policy, including the principles listed in the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View statements.

The Board's decision is final and will be delivered in writing.

#### **IV. Previous reconsideration requests**

Requests for reconsideration of a particular item will not be evaluated by the library more than once within a 12-month period.

Requests by an individual or group to reconsider materials with different titles but similar content to earlier requests will be restricted as follows: If the Library Director concludes that the request is redundant, s/he will notify the patron that the items in question, having already undergone the review process, will not be reevaluated.

The policies of the Cedarburg Public Library are reviewed and revised as needed at least every five years by the Library Board of Trustees. This policy replaces previous statements regarding material reconsideration.

October 18, 2000            Material Reconsideration Policy adopted by the Joint Library Board  
Current revision adopted by the Cedarburg Public Library Board of Trustees

**Revised and Approved**  
**July 26, 2018            Cedarburg Library Board of Trustees**

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Request for Reconsideration of Library Material

Patron Name:

Address:

Telephone:

Email address:

Signature:

My concern is about:

Book       Audio item       Video/DVD item       Internet link       Other (what is it?)

Title of material:

Author/Publisher/URL:

Did you read/view/listen to the entire work?     Yes     No

If not, which segments did you read/view/listen to?

What do you find objectionable about this material? Please be specific.

What do you believe are the main ideas of this material?

What would you like the library to do with this material?

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Patrons have the right to question why materials were selected or not selected for the library's collection. Reconsideration requests will be reviewed by the Library Director and collection staff. If you aren't satisfied with the Director's determination, you may direct your concerns to the Board of Trustees.

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Staff use only:

Date received:

Staff initials: