REQUEST FOR RECONSIDERATION OF MATERIALS POLICY & PROCEDURE

I. PURPOSE

The North Sioux City Community Library recognizes the right of individuals to express concerns regarding library materials. The library supports the principles of intellectual freedom and is committed to maintaining a diverse collection that serves the informational, educational, and recreational needs of the entire community.

This policy establishes a fair, respectful, and transparent process for reviewing requests for reconsideration of library materials.

II. GUIDING PRINCIPLES

In handling any concern regarding library materials:

- A courteous, respectful, and calm approach shall be maintained at all times.
- Individuals raising concerns will be treated with dignity and their viewpoints acknowledged.
- Requests will be reviewed objectively using established selection criteria.
- No materials will be removed or restricted during the reconsideration process unless required by law.

The library affirms that the presence of materials in the collection does not constitute endorsement of their content.

III. FORMAL REQUEST REQUIREMENT

All requests for reconsideration must be submitted in writing using the official **Request for Reconsideration of Materials Form** provided by the library.

Verbal or informal complaints will be addressed through discussion; however, only written requests will initiate the formal review process.

IV. INITIAL REVIEW PROCESS

Upon receipt of a completed reconsideration form:

1. The **Library Director** shall acknowledge receipt of the request.
2. The Director shall review the material in its entirety.
3. The Director shall notify the **Library Board of Trustees** that a formal request has been filed.

V. EVALUATION

The material under review shall be evaluated by the director

The evaluation will include:

- The purpose and intended audience of the material
- Professional reviews and selection tools used at the time of purchase
- Relevance to the community and library service goals
- Consistency with the Library's **Materials Selection Policy**
- The work as a whole, not isolated passages or excerpts

VI. DIRECTOR RESPONSE

Following the evaluation:

1. Findings and recommendations shall be made by the director
2. A written response shall be provided to the complainant within **ten (10) working days** of receipt of the completed request, when possible.

The response will include:

- The decision regarding retention, relocation, or reconsideration of the material
- A summary of the review process
- Reference to applicable library policies

VII. APPEAL PROCESS

A. Director Review

If the complainant is not satisfied with the initial decision, the Library Director shall serve as the contact for person for an appeal.

The Director may:

- Meet or communicate with the complainant
- Provide further explanation of the decision
- Reaffirm the library's selection principles

B. Library Board Appeal

If concerns remain unresolved, the complainant may submit a written request for final review by the **Library Board of Trustees**.

The Library Board shall:

- Review all submitted documentation
- Consider the matter in accordance with library policy and state law
- Determine an appropriate course of action

The decision of the Library Board shall be final.

VIII. STATUS OF MATERIAL DURING REVIEW

Materials subject to reconsideration:

- Shall remain available to the public during the review process
- Shall not be removed, relocated, or restricted solely due to a complaint

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IX. RECORDKEEPING

All reconsideration requests and final determinations shall be documented and retained by the Library Director in accordance with records retention guidelines.

X. POLICY AUTHORITY

This policy is guided by the principles outlined in:

- **Library Bill of Rights**
- **Freedom to Read Statement**
- **American Library Association Office for Intellectual Freedom**