

## **Request for Reconsideration of Library Material**

The East Haddam Library System recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider suggestions made by East Haddam residents and taxpayers. The completion of the form for Request for Reconsideration of Library Material does not guarantee removal from the collection, but does ensure the attention of designated professional Library staff members to user opinion, interests, and concerns.

### **Please note:**

- The patron requesting reconsideration of library material will be given a packet of documents that includes the library's Collection Development Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available at the main Information Desk of the East Haddam Free Public Library (18 Plains Road, Moodus CT) and the Rathbun Free Memorial Library (36 Main Street, East Haddam CT) and must be picked up in person.
- After reviewing the provided documents, the patron may fill out the reconsideration form and return this document to the Information Desk completed in full, signed, and dated.
- Only one reconsideration form per patron may be active at any given time. If a question is skipped, not fully answered, or the answer of "no" is given, the challenge is void.
- The Library Director and at least one library staff member with subject matter expertise, will research the library material in question, consider whether its selection follows the criteria stated in the Collection Development Policy, and respond to the patron with an explanation of their decision.
- After reconsideration the specific item in question will not be reconsidered again for a period of five years.

*Approved by Library Board of Trustees 5/11/2023*

Title:

Author (if appropriate):

Patron making request:

Telephone:

Address:

Email:

**To request reconsideration of library materials, please answer the following questions:**

1. Are you an East Haddam resident and/or taxpayer?
2. Did you read the library's Collection Development Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association in their entirety?
3. Did you read or view the library materials in their entirety?
4. Have you looked for professional reviews of the library materials? (Please cite source, date, and page of any reviews)

5. To what in the library materials do you object? (Please be specific and include page numbers/time stamp)

Date\_\_\_\_\_

Your signature\_\_\_\_\_