

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

REQUEST FOR RECONSIDERATION POLICY

Affects: <p style="text-align: center;">All Functions</p>	Effective Date: Dec. 6, 2011 Rev. July 18, 2023	Review Date:	Number
Signature: Name: Title: Board President			

A. Purpose

The Purpose of the policy is to allow patrons of the Springdale Public Library to comment on materials in the collection and to ask to have specific items handled differently or removed.

B. Policy

When a complaint about a particular work is received, the individual will be asked to submit a “Springdale Public Library Comment Card” or a message through the Library’s Contact form at www.springdalelibrary.org which outlines his or her objection. The completed form will be reviewed by the Library Director and appointed staff. The Director will prepare a written report and offer to meet with the individual to discuss the report. If the individual declines the meeting, the written report will be delivered to the individual. If the Director and the individual are unable to resolve the issue, the individual may submit a “Patron’s Request for Reconsideration of Library Materials,” form. The Director will then convene a committee of at least five librarians to review the material after allowing committee members a reasonable amount of time for adequate review. The Director will provide the patron with a written summary of the committee’s decision and reasoning.

The patron may then appeal the staff committee’s decision to the Library Board, who will decide to retain, relocate, or remove the item. The Board’s decision on any title will be final for a period of three years.

Material being reconsidered shall not be withdrawn solely from the viewpoints expressed within the material, and shall be reviewed in its entirety and shall not have selected portions taken out of context.

Material under consideration will remain available in the Library, except in instances where the Library’s copies are in use by staff and board members for review purposes. Material under consideration will not be suppressed in the Library’s online catalog, and patrons will be able to place holds on items checked out to staff or board members for review.

C. Applicability

The policy is applicable in all situations where a member of the public, who holds a Springdale Public Library borrowing card in good standing, questions the suitability of an item held by the Library. The

Library Director, staff, and Board will evaluate each item as a whole and cannot judge a work by a scene or illustration taken out of context alone. Members of the public submitting requests for reconsideration must possess sufficient knowledge of a work to support their argument for its disposition in this context.

If any portion of this policy is in conflict with local, state, or federal law, it will be superseded by that law.

D. Responsibility

Responsibility is with the Library Director.

E. Appendices

Springdale Public Library Patron Comment Form
Springdale Public Library Request for Reconsideration Form