

Lamar Public Library
Material Selection Inquiry Form

Library patrons in good standing who are residents of Prowers County may question the presence of an item in the Library's collection by completing a Material Selection Inquiry Form. The Library Director will consider the request and respond to the Inquiry within a reasonable time. If the complainant is not satisfied with the response, the Library Advisory Board will conduct a final review.

Date: _____

Name of Person Making Complaint: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Name/Title of item to be reconsidered (be as specific as possible):

How is this material inappropriate/offensive?

Where is this item located (describe all steps required to find the material in the library or electronic resource):

Signature: _____

Upon receipt of the signed form, the Library Director will:

- Provide the complainant with a copy of the reconsideration process policy and other applicable policies, and inform the individual of the availability of the Library Advisory Board hearing;
- Examine the materials in question, the issues raised, and the circumstances;
- Make a decision to remove or retain the materials in question;
- Respond in writing to the complainant within one week of receiving the completed form.

Lamar Public Library
Reconsideration Policy
Updated Approval 10-23-2017

2-4 Reconsideration of Materials

Recognizing the importance of providing a method whereby the public may express opinions regarding materials selected for the library, the Library Advisory Board has established a procedure for the reconsideration of materials.

The Reconsideration procedure will apply to complaints made to the Lamar Public Library including:

-) Those about materials represented in the library collection
-) Those about materials not represented in the library collection

A complaint must be in writing and on a form provided by the Lamar Public Library. Forms are available at the circulation desk in the library.

Upon completion, the form may be mailed or delivered to the Library Director.

Upon receipt of the signed form, the Library Director will:

-) Provide the complainant with a copy of the reconsideration process policy and other applicable policies, and inform the individual of the availability of the Library Advisory Board hearing;
-) Examine the materials in question, the issues raised, and the circumstances;
-) Make a decision to remove or retain the materials in question;
-) Respond in writing to the complainant within one week of receiving the completed form.

When the reconsideration is resolved and the complainant feels the decision of the Library Director is not supported by policy, the complainant may request a hearing before the Library Advisory Board trustees by notifying the Library Director, who will make the necessary arrangements.

Following this hearing, the decision of the Library Advisory Board will be final.

The Library Advisory Board maintains the public's concern that fairness of such a hearing must protect the rights of all persons who are involved, and the intellectual freedom rights held by all citizens.