

## Administrative Rules

### Rule 1.3.1 – Reconsideration of Library Materials

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#### Overview and General Rules

##### I. PURPOSE

The purpose of this rule is to provide a process by which a resident of the Library District may request the review of a staff decision regarding the addition or deletion of an item from the Library circulating or reference collection.

##### II. OBJECTIVE

It is the goal of the District to provide materials for the interest, information, and enlightenment of all customers. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation. The District shall provide materials and information presenting varied points of view on current and historical issues. Library materials should meet the standards established in the Administrative Rules governing collection development, and shall not be removed because of partisan or doctrinal disapproval.

##### III. RULES AND REGULATIONS

Whenever any customer requests the addition or withdrawal of any library material, the request will be given a fair hearing. A “Request for Reconsideration” will consist of the following procedure:

1. A customer who expresses concerns will be referred to a staff member designated to respond to questions regarding collection development.
2. The customer will be advised that if they are not satisfied with the verbal response provided by staff, they may choose to initiate a formal review by completing a “Request for Reconsideration of Library Materials” form.
3. Completed “Request for Reconsideration” form will be referred to the Library Director who will assign a professional librarian with relevant expertise to examine or read the item in question, check the reviews, and determine if the item conforms to the standards of materials selection rule.
4. No item shall be removed from circulation during the review process.
5. The Library Director will review the recommendation of library staff and make a decision within fourteen days of the written request. The Director will respond in writing to the customer.
6. The Library Director will advise the customer that individuals may request that the Board review the decision of the Director to determine if the Board’s Collection Development Executive Limitations Policy has been violated.

7. As stated in the Collection Development Executive Limitations Policy,
- A Request for Board Review must be signed by a resident of Deschutes County. Groups or organizations may not submit a request for Board review.
  - The Board will review the Request for Board Review and determine if a formal Board review is merited. The Board reserves the right to deny consideration of a Request for Board Review when multiple requests are submitted which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit.
  - If the Board concludes that the Board will review the request, Board members will review the title in question as well as all materials presented by staff and the customer and discuss the issue during public session of a District Board meeting prior to making a final determination.

## Request for Addition of Library Materials

Title \_\_\_\_\_

Author \_\_\_\_\_

Format: Book/Audiobook  Magazine/Newspaper  Video  Music  Other

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Please attach additional pages as needed to address the following questions:

1. Please describe this material and explain why you would like the item(s) added to the collection.

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2. Are you familiar with any critical evaluations of the material?

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3. For what age group would you recommend this material? \_\_\_\_\_

4. Would your access to this material through interlibrary loan satisfy your research needs? If not, please explain.

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5. Did you request this material through the "Purchase Suggestion" form prior to the use of this "Request for Addition of Library Materials" form? If yes, what was the denial response? If no, why not?

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6. Please append any additional comments.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Anonymous requests for reconsideration of library materials will not be considered. The "Request for Reconsideration of Library materials" is a public record.

## Request for Withdrawal of Library Materials

Title \_\_\_\_\_

Author \_\_\_\_\_

Format: Book/Audiobook  Magazine/Newspaper  Video  Music  Other

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Please attach additional pages as needed to address the following questions:

1. To what in the material do you object? Please be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you think is good about the material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading or viewing this material?

\_\_\_\_\_  
\_\_\_\_\_

4. Did you read/view the entire material? Yes  No  If not, what parts did you read/view?

\_\_\_\_\_

5. Do you feel this material is objectionable for: All library users  A particular age group   
What age group?

\_\_\_\_\_  
\_\_\_\_\_

6. For what age group would you recommend this material? \_\_\_\_\_

7. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

8. Are you aware of judgments or reviews of this material by literary critics? Yes  No

9. What do you recommend the library consider doing about this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. What other material would you recommend the library include in its collection?

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_