

MNG-5**RECONSIDERATION OF MATERIALS IN THE LIBRARY'S COLLECTION****Policy Statement:**

The library's collection reflects a variety of viewpoints on a variety of subjects. Because a collection of diverse materials may result in complaints about materials or requests for reconsideration of materials, the library has a process for the reconsideration of library materials to assure that concerns are handled in an attentive and consistent manner.

Definition:

Reconsideration request: a request to remove or reclassify an item in the library's collection.

Regulations:

1. The Collection Development Policy governs the addition or withdrawal of items in the collection.
2. The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.
3. Library staff is available to discuss concerns and comments about the suitability or classification of an item in the library's collection and will try to assist customers in finding materials that are suitable for their use.
4. If customers wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration of Library Materials form.
 - a. The Request for Reconsideration form can be picked up from any Library public service desk.
 - b. Customers must reside within the library's service area in order to fill out this form (Chase, Clay, Dickinson, Geary, Lyon, Marion, Marshall, Morris, Pottawatomie, Riley, Wabaunsee, and Washington counties).
 - c. This form can only be filled out for one title at a time.
 - d. The Request for Reconsideration form must be filled out completely to be considered valid.
5. The director will inform the board of trustees of all requests for reconsideration of library materials and their disposition in a timely manner.

6. The final decision will stand for twelve months, and new requests for reconsideration for the same title will not be considered until the decision expires after twelve full months.

7. The ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements are endorsed by the library board of trustees.