

Policy on Requests for Materials Reconsideration

Adopted February 2011

Revised February 2023

Concerns or complaints about library materials should be directed to the Library Director. If the concern is not resolved through discussion with the Director, the complainant will be offered the *Request for Reconsideration of Library Materials* form. Only requests made by cardholders residing within the Monroe School District will be considered for action. Upon receipt of the completed reconsideration form, the following procedures will be followed:

Request for Relocation, Limitation, or Other Action

If the request is for an action other than removal of an item, the director will conduct an internal review of the item, along with other staff the director deems appropriate. Reevaluation will determine whether the material meets the standards of the Library's *Policy on Collection Development & Maintenance*. The Library Board will be informed of the process and outcome of the reevaluation. After the Library Board has been informed of the reevaluation outcome, a letter will be sent to the patron informing him/her of the outcome.

Request for Removal

If the request is to withdraw the material from the collection, a review committee will be appointed and chaired by the Library Board President and shall include the director, one other library staff member, and two Library Board members. The recommendation of this committee shall come before the full Library Board at the next regular meeting and shall be passed or reversed by a roll call vote of those members present. A letter will be sent to the patron informing him/her of the Library Board's decision.