

## APPENDIX I

### G.A.R. Memorial Library Policy for Requesting Reconsideration of Library Materials

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While these persons may reject materials for themselves or their children, they cannot restrict access to library materials by others.

The G.A.R. Memorial Library supports freedom and endorses the [American Library Association \(ALA\) Freedom to Read Statement](#), [Freedom to View Statement](#), the [Library Bill of Rights](#) and all relevant [Library Bill of Rights Interpretations](#). Patrons wishing reconsideration of library materials must complete the G.A.R. Memorial Library Request for Reconsideration of Library Resources Form in its entirety (Appendix II). Only signed forms will be considered.

The following steps shall be taken when a completed written request for reconsideration is properly submitted:

1. The Library Director shall review the reconsideration form and the material in question to determine whether the material or its selection follows the criteria stated in the G.A.R. Library Materials Selection policy.
2. Within 15 business days, the Director shall make a decision and send a letter stating the reasons for the decision by U.S. first class mail to the person who requested the reconsideration.
3. While a request for reconsideration is under consideration, the material in question shall remain in circulation in the library collection.
4. If the person who requested reconsideration wishes to appeal the Director's decision, s/he must submit a written appeal to the G.A.R. Library Board of Trustees within 10 business days of the postmark date on the Director's letter.
5. The Board of Trustees shall notify the individual when and where the Board will meet to review the request.
6. The Board of Trustees reserves the right at such a meeting to limit the length of comments by the person submitting the appeal and the public.
7. Neither the Library Director nor any other staff member shall remove the item from circulation until this process is complete.
8. The decision of the Board of Trustees is final.
9. Any withdrawn book shall be donated to the Friends of the Library for disposal according to its discretion.
10. A copy of the reconsideration request form, the Director's decision, and the Board of Trustees decision (if any) without identifying patron information will be mailed to the ALA Intellectual Freedom Committee after the reconsideration process has concluded.

