

Requests for Reconsideration Policy and Form

Purpose:

The purpose of the Request for Reconsideration Policy of the Mattapoisett Free Public Library is to provide Mattapoisett community members a mechanism to request to remove or reclassify an item in the library's collection, remove or change a library-initiated display, or cancel or no longer offer a library-initiated program.

Policy Statement:

The library's collections, displays, and programming reflect a variety of viewpoints on a variety of subjects. Because a collection and display 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 and displays to assure that concerns are handled in an attentive and consistent manner. Similarly, complaints regarding the subject matter of programs initiated by library staff will be handled in the same manner.

1. The Collection Development Policy governs the addition or withdrawal of items in the collection and the Library Programming and Display policy governs the planning and implementation of library-initiated programs and displays.

2. The selection of any item for a collection or display does not imply endorsement of any expressed viewpoint, nor does the presentation of a

subject at a program. 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 are available to discuss concerns and comments about the suitability library materials, display, or programs. Staff will try to assist patrons in finding materials or events that are suitable for their needs and goals.

4. If Mattapoisett residents wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration form. The Request for Reconsideration will be referred to a committee consisting of the Director, Assistant Director and a subject specialist librarian to determine whether retention of the item would be in violation of the Collection Development Policy or if a program or display is in violation of the Library Programming and Display Policy. The committee will issue a written decision.

5. The director will inform the Board of Trustees of all requests for reconsideration and their disposition in a timely manner. The resident requesting reconsideration will be notified in writing of the committee's decision by the library director. An appeal may be made to the Board of Trustees, who may at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation to the Board. The Board will then make a final determination of the matter, and will notify the

resident in writing of the decision in a timely manner. The completed decision on reconsideration of a specific title, display, or program shall remain in effect for three years.

6. The ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements are endorsed by the Mattapoisett Free Library Board of Trustees. During the review process, the materials, displays, or programs will continue to be available.

Adopted by the Board of Trustees on January 19, 2023

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**REQUEST FOR RECONSIDERATION OF
LIBRARY RESOURCES & SERVICES**

The Mattapoisett Free Public Library Board of Trustees has established a reconsideration policy and set of procedures to address concerns about library materials, displays, and/or programs. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources or services, please complete the entire form and return it to the Library Director in person or to the above address, to the attention of the Library Director.

Name : (please print legibly)

Address: (must be a Mattapoisett resident or organization)

Telephone:

Email address:

Do you represent yourself? _____ Yes or No

or an organization? _____

Name of Organization

1. Resource(s) on which you are commenting:

Book (e-book) Movie Magazine Audio Recording
 Digital Resource Game Newspaper Other

Title

Author/Producer

Library Program

Display

Other

2. What brought this resource or service to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about this resource or service? (Use additional pages, if necessary)

5. Are there resources you suggest that will provide additional information about or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Thank you.

You will be contacted by a representative of the library to discuss your concerns.

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