



Naples Library

Reconsideration of Library Materials Policy and Form

STATEMENT: The choice of library materials by patrons is an individual matter. While a person may reject materials for themselves, they may not exercise censorship to restrict access to the materials by others. The Naples Library recognizes that a diversity of materials may result in some requests for reconsideration.

PURPOSE: The purpose of this policy is to provide a procedure to assure that objections or complaints about library materials are handled in an attentive and consistent manner.

POLICY:

A. The person with the request for reconsideration should be referred immediately to the Director/Manager or to the person in charge in the absence of the Director/Manager. The person in charge should explain to the patrons that selections are made in accordance with the Collections Development Policy of the Board of Trustees of the Naples Library. If the user is not satisfied with the explanation received, he may ask for reconsideration in the following manner.

1. The person making the request for reconsideration must complete Reconsideration of Library Materials Form.
2. The Request for Reevaluation will be referred to a committee consisting of the Director/Manager and another professional Library person.
3. The committee will reconsider the item in question using the Collection Development Policy and reviews from recognized sources.
4. The Director/Manager will then write to the patron regarding the committee's recommended action. The reviewer's comments are to be held confidential by all concerned. Brief quotes, however, may be used in the Director's/Manager's letter to the patron.
5. If the patron desires further action he/she may appeal in writing to the Naples Board of Trustees.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 19, 2016.

The Naples Library Request for Reconsideration Form

Title: _____

Author: _____

Format: (Book, DVD, audiobook, etc.) _____

Please answer the following:

1. What brought this material to your attention?
2. What concerns you about this material? Please be as specific as possible.
3. Have you read/heard/seen the material or program in its entirety? *If not, what parts?*
4. Does the material have any merit or value?
5. Are you aware of the judgment regarding the book or material by literary or educational reviewers (applicable to books only)?
6. What action would you recommend be taken regarding this material or program?

Name of person making request: _____

If representing an organization, please name the organization: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

This policy may be amended by the Naples Library Board of Trustees at any time.
Amended by the Naples Library Board of Trustees on November 27, 2018.