

## LA GRANGE PARK PUBLIC LIBRARY

### RECONSIDERATION OF LIBRARY MATERIALS

Requests for reconsiderations of any library materials shall be handled as follows:

1. Patrons desiring reconsideration of any materials should complete the "Request for Reconsideration of Library Materials" form. No action can be taken if the form is not completed.
2. The initial request for reconsideration will be referred to the department head.
3. The requesting patron may then be interviewed by the department head. The patron will be informed that the purpose of the reconsideration is to determine whether the material, in light of the patron's objection and any other information deemed appropriate, still meets the general criteria set forth in the selection policy.
4. If the department head, after informing the patron of the procedures involved in the selection of materials and the La Grange Park Public Library's policy on censorship, cannot informally resolve the objection, the patron will be offered an interview with the Executive Director.
5. If after the interview with the Executive Director, the matter is still not resolved, at the discretion of the Executive Director, the matter will be referred to the Board of Library Trustees or a review panel will be established. The review panel will consist of Library department heads. A member of the Metropolitan Library System's professional staff may also be asked to serve on the review panel. The panel will evaluate the challenged material within thirty days to determine whether the material, in light of the patron's objection and any other information deemed appropriate, still meets the criteria set forth in the "collection Development Plan". The review by the review panel shall be de novo, (from the beginning), and the fact that the material is presently in the Library's collection shall be without significance. If the review panel concludes that the challenged material meets the criteria set forth in the "collection development plan", the patron will be so informed.
6. Upon the formation of the review panel, the Executive Director shall inform the Board of Library Trustees of the Request for Reconsideration and of all proceedings.
7. The patron may appeal to the Board of Library Trustees at either the Board's next two regularly scheduled meetings. Written notice of said appeal and all written documentation supporting the appeal should be delivered to the Executive Director for the Board of Trustee's review at least five days before such board meeting. At the board meeting the patron shall be allowed fifteen minutes, or such further time, as the Board may deem appropriate, for a presentation detailing the objections to the material. The Board of Library Trustees shall consider the appeal in open session, and will attempt to complete its findings

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and reach a decision at the meeting. Should additional information or documentation be deemed necessary, the Board shall announce its decision no later than the next regularly scheduled board meeting.

8. The completion and signing of the “Request for Reconsideration of Library Materials” form will identify the patron with specific library materials. As a result of lodging a written objection, the patron loses her/his right to privacy protection. Confidentiality of library records is waived as to the materials described in the objection.