



REQUEST FOR REMOVAL/RECONSIDERATION OF LIBRARY MATERIAL FORM AND PROCEDURES

PROCEDURES

Requests for reconsideration of library materials can follow a step-by-step process that concludes with a formal request for reconsideration. First, the concerned patron should have a conversation with a librarian or senior staff on duty. If a conversation fails to resolve the patron's concern, the patron may informally bring it to the library director. If the patron's concern is still not addressed, s/he should be asked to complete the library's Request for Removal/Reconsideration of Library Materials form; a template is found below.

A challenged library material must remain within the public library and available for a resident to reserve, check out, or access until there is a final decision by the review committee.

RESPONSE

The request form goes to the Review Committee selected by the governing body, which must:

- Review the challenged materials.
- Report in writing its recommendations to the governing body on whether to remove, limit or retain the library material within 30 business days from the date of receiving the form.
- Provide a copy of the report to the individual with the vested interest who filed the form.

The Governing Body must review the report and issue a response in which it must discuss reasons for:

- Removal, limitation or non-removal of a library material;
- Any final determination that is contrary to the recommendations of the review committee;
- Provide that the library material that has been shall not be subject to a subsequent challenge for at least one year;
- Removal, limitation or non-removal of a library material



REQUEST FOR RECONSIDERATION OF MATERIALS FORM

The Board of Trustees of the Bergenfield Public Library has delegated the responsibility for selection and evaluation of Library materials and resources to the Director and appropriate staff. The Library has established reconsideration procedures to address concerns about materials and resources. Once completed, please submit this form to the governing body via director@bergenfieldlibrary.org

Date _____ Name of Individual with a Vested Interest* _____

Mailing Address _____

Phone Number _____ Email Address _____

** An individual with a vested interest is a resident of the library's municipality or county. Forms submitted without address or contact information for the individual with the vested interest will not be considered. Requests submitted by individuals without a vested interest will not be considered.*

What is the author, title, and format of the material you would like reconsidered?

Author _____ Title _____

Format _____ Publication Date _____

1. Have you read, viewed or listened to the entire work? *If you have not completely read, listened to, or viewed the material, please do so before completing this form.*
 - a. Yes
 - b. No
2. What is this material about?
3. To what in the work did you object? Please list specific pages, passages, lyrics, frames, etc.
4. What action are you requesting that the library take?
 - a. Remove the material from the collection
 - b. Move the material to a different section of the library
5. What do you feel might be the result of reading/viewing/ listening to this work?
6. Are there resources you would suggest the library acquire to provide additional information and/or other viewpoints on this topic?