



- Fairfield
- Hamilton
- Oxford
- Bookmobile
- Tech Center

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Lane Libraries welcome the opinions of its users concerning the suitability of items in its collections. Please be specific in expressing your concerns. Requests for reconsideration on a given title are taken under consideration only once every 24 months.

Please fill out the entire form for the request to be processed.

Title: _____
Author/Creator: _____
Material Type: <input type="checkbox"/> Book <input type="checkbox"/> Audiobook <input type="checkbox"/> Graphic Novel <input type="checkbox"/> Video <input type="checkbox"/> Other: _____
ISBN / UPC # / OR library item barcode: _____
What section of the library was it located in? <input type="checkbox"/> Children's <input type="checkbox"/> Teen/YA <input type="checkbox"/> Adult

What brought the item to your attention? _____

Did you read, listen, or view the entire work? Yes No

If not, then which parts?

Why would you like this material to be reconsidered? Is there anything positive about it?

Please be specific. Include the page numbers or time stamps of relevant passages, for example.

Additional comments or expectations:

Anonymous complaints in writing or by any other means are not considered.

<p>Request made by: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____ Email: _____</p> <p>Organization or Group represented (if any): _____</p> <p>Do you have an active Lane Libraries card? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, please provide the library card barcode number: _____</p> <p>Have you discussed your concerns with a library representative? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Today's Date: _____ **Signature:** _____

Staff member taking request: _____

Thank you for sharing your concerns.

No action will be taken to remove materials from the collection until a final decision has been made by the library.

Please see the attached guide for details on how the reconsideration process works.



GUIDE TO THE REQUEST FOR RECONSIDERATION PROCESS

What to Expect:

1. The manager at the library location where you submitted the request for reconsideration will be your point of contact throughout the process.
2. Your request for reconsideration is referred to the Collection Development Manager who, in consultation with the Library Director, will form a review committee.
 - a. Ideally, we seek to provide a decision within two weeks. However, all members of the review committee need an opportunity to obtain and examine a copy of the work. Therefore it may take several weeks to complete the process depending on the overall length and availability of the item in question.
3. You will receive a written response to your reconsideration request.
4. If you would like to appeal the decision, please submit a signed statement in writing. The statement will be forwarded to the Library Director for consideration.

Additional Information:

- We take your concerns seriously. In order to maintain the timeliness and integrity of the review process, no more than 2 requests for reconsideration may be submitted within a 3 month period by an individual or group.
- No action will be taken to remove materials from the collection until a final decision has been made by the library.
- Requests for reconsideration on a given title are taken under consideration only once every 24 months.