


REQUESTS FOR RECONSIDERATION:

Following the guidelines set forth by the American Library Association (ALA), individuals who are concerned about the appropriateness of Library resources may make informal complaints in public and to Library staff members. Brazil Public Library card holders may formally request the reconsideration of an item in the collection using the Request for Reconsideration form. Verbal requests are accepted, but they do not follow the same procedure as formal complaints.

The following steps provided by the ALA will be used when an individual feels that further action is necessary to address concerns about a Library resource. For the duration of this process, the material in question will remain in circulation in the Library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

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Brazil PUBLIC LIBRARY

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The trustees of the Brazil Public Library have established a materials selection policy and a procedure for gathering input about materials. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Check if you are represent more than yourself. For example, an organization.

LIBRARY CARD NUMBER:

NAME:

PHONE NUMBER:

EMAIL ADDRESS :

ADDRESS:

Please include full mailing address.

RESOURCE YOU RECOMMEND FOR REMOVAL:

AUTHOR/ PRODUCER:

HAVE YOU EXAMINED THE ENTIRE RESOURCE?

Check if you have read the entire resource. If not, you can still comment.

TYPE:

- BOOK/ EBOOK
- MOVIE
- GAME
- DIGITAL RESOURCE
- MAGAZINE

WHAT BROUGHT THIS RESOURCE TO YOUR ATTENTION?

WHAT CONCERNS YOU ABOUT THIS RESOURCE?

ARE THERE RESOURCE(S) YOU SUGGEST TO PROVIDE ADDITIONAL INFORMATION AND/OR OTHER VIEWPOINTS ON THIS TOPIC?

WHAT ACTION ARE YOU REQUESTING THE COMMITTEE CONSIDER?

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