

## **Glen Lake Community Library**

### **Request for Reconsideration of Library Materials**

As outlined in the Collection Development policy, the library strives to cultivate a diverse collection, reflecting varied perspectives and experiences. Further, the library respects the rights of each patron to borrow the library materials of their choice, free from judgement or interference. People with concerns about the appropriateness of any item in the library collection may express their views to library staff. A formal request for reconsideration of the item may only be made by any resident of the library's service district - Empire, Glen Arbor and Kasson Townships. Such requests shall be made in writing, using the designated form (*see Appendix*).

Upon receipt of the written request, the following steps will be taken:

1. A review committee comprised of the library director and two members of the Board of Trustees will meet within 30 days to consider the request. The committee will determine if the item in question complies with the standards outlined in the library's Collection Development policy.
2. During the review process, the item(s) in question will remain in the circulating library collection.
3. After their deliberations, the committee will make a written recommendation to the Board of Trustees.
4. At their next regular meeting, the Board of Trustees will consider the request and committee recommendation, and make a decision about the item in question. The Board President will notify the petitioner of the decision, by letter, within one week of the Board meeting. The decision of the Board is final.

*Approved June 8, 2022*