



Procedure to Request Reconsideration of Materials

If an individual believes an inappropriate item has been selected for the collection, the following steps will be followed:

1. The staff member to whom the question is first addressed will discuss the objection with the individual. If not satisfied with the result of this discussion, the individual will be given a Resource Concern Form. The completed form will be given to the Library Director.
2. The Library Director will review the form, evaluate the original reason for purchase, and consider the complaint in terms of the Collection Development Policy. The Director will reply in writing to the objection. The date of this written communication will be considered the final date of the reconsideration process, if the decision is not appealed.
3. If not satisfied with the reply, the individual may appeal the Director's decision by requesting a review by the Warren County Library Commission. The individual will fill out the Materials Reconsideration Appeal Form, which will be given to the Library Commission.
4. When the Library Commission receives such a request, it will be referred to the Commission's Material Reconsideration Subcommittee. The Subcommittee will review the form and consider the complaint in terms of the Collection Development Policy. The Subcommittee will present a written report to the entire Library Commission who will vote on the Subcommittee's recommendations. The individual will be notified in writing of the Library Commission's decision. The date of this written communication will be considered the updated final date of the reconsideration process.