

St. Johns County Public Library System

[www.sjcpls.org](http://www.sjcpls.org)



**Policy Title: Request for Reconsideration of Library Materials, Programs, Displays, Handouts etc.**

The purpose of this policy is to provide Library Patrons and members of the general public with a means of requesting that Library materials, programs, displays handouts etc. be reviewed and reconsidered by the appropriate parties.

The Library and the Library Advisory Board subscribe in principle to the statements of the policy on selection and intellectual freedom as expressed in the American Library Association's "Library Bill of Rights". Any requests for reconsideration of library materials, programs, displays, handouts etc. will be referred to the Director, or their designees, who will provide a copy of the "Library Bill of Rights" to the patron and explain the significance of its provisions.

If the patron desires to pursue the request, they will submit a completed Patron Request for Reconsideration of Library Materials, Programs, Displays, Handouts etc. form, including the name and address of the requestor, to the Director. The Director and designated in-house Library Staff will review this form. The in-house staff will make a recommendation regarding the request for reconsideration to the Director, who has the discretion to approve or reject the recommendation. The Director will then notify the patron of their decision.

If the patron is not satisfied with the Director's decision, the patron may request a review by the Library Advisory Board. The patron will be informed of the date, time, and location of the Library Advisory Board meeting where the Reconsideration Request will be addressed. The patron may appear before the Library Advisory Board. Challenged materials etc. will not be removed during the reconsideration process. Challenged Library programs may be rescheduled pending the outcome of the reconsideration process. The Library Advisory Board will make the final decision regarding reconsideration.

**PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS, PROGRAMS, DISPLAYS, HANDOUTS ETC.**

The St. Johns County Public Library System welcomes the feedback of its patrons concerning the suitability of items in the collection of library materials, programs, displays, handouts etc. The Library System Director and designated in-house Library staff will review this request. The Library System Director will advise the patron of the result of this review. If the patron is not satisfied with the decision, they may request a review by the Library Advisory Board. Challenged materials etc. will not be removed during the reconsideration process. Challenged Library programs may be rescheduled pending the outcome of the reconsideration process. The Library Advisory Board shall make the final decision regarding this request.

**Date Received by Library System Director \_\_\_\_\_**

Name of Person Originating Request

Title, Content or Subject Matter

\_\_\_\_\_

\_\_\_\_\_

Home Street Address

Author / Producer

\_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code

ISBN / ISSN

\_\_\_\_\_

\_\_\_\_\_

Home Phone

Publisher

\_\_\_\_\_

\_\_\_\_\_

SJCPLS Library Card Barcode Number

Branch Library where material etc. is located

\_\_\_\_\_

\_\_\_\_\_

Is this item a: Book\_\_\_ Periodical\_\_\_ DVD\_\_\_ Audio Book\_\_\_ Other (specify) \_\_\_\_\_

Do you represent:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization (Name)\_\_\_\_\_

\_\_\_\_\_ Other Group (Name)\_\_\_\_\_

**1. What is your concern? Please be specific: cite pages, scenes, etc.**

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**2. What do you feel might be the result of attending this program or reading, hearing or seeing this work etc.?**

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**3. For what age group would you recommend this program, work etc.?**

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**4. Did you read, view, or listen to the entire work etc.? (If not, what parts did you evaluate?)**

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**5. How were you made aware of this program, work, etc.?**

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**6. Do you know what professional critics and reviewers think of this work?**

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**7. What do you believe is the theme of this program, work, etc.?**

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**8. What would you like the library to do about this issue?**

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**9. What material do you recommend to provide additional information and/or other viewpoints on this topic?**

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**10. Additional comments:**

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**The St. Johns County Public Library System appreciates your interest in the Library's collection. You will receive notification of the status of your request as soon as the review process is complete.**

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**Signature of Patron Submitting Reconsideration Form Date**

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**Signature of Staff Member Receiving Reconsideration Form Date**

**Distribution: Original to Library System Director, 1 copy to Patron, 1 copy to Branch Manager.**