

Reconsideration of Library Materials

MNG-8
Approved September 14, 2017

The Board of Trustees of the Liberty Lake Municipal Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established the following reconsideration procedures to address concerns about these resources.

The Board of Trustees and the Library Director adopts and declares that it will adhere to and support:

- A. The Library Bill of Rights, adopted by the American Library Association,**
- B. The Freedom to Read and the Freedom to View statements, adopted by the American Library Association,**
- C. The Washington Library Association's Intellectual Freedom Statement.**

If a patron expresses concern about the suitability or classification of a particular item to a staff member, the staff member is to have the patron address the concern(s) to the Library Director by submitting the "Request for Reconsideration of Materials" form to establish a written record of the request..

Following a review of the request, the Library Director will provide a written response to patron.

If the patron wishes to appeal the Library Director's decision, the patron may ask to have the request reviewed by the Library Board of Trustees. The Board of Trustees will provide a written response to the patron.

If the patron wishes to appeal the decision of the Library Board of Trustees, the patron may ask to have the request reviewed by the Liberty Lake City Council. The City Council will provide a final decision, in writing, to the patron.

All written requests for reconsideration of library materials and associated documentation will be kept in the library for a minimum of one (1) year.

REQUEST FOR RECONSIDERATION OF MATERIALS

The Board of Trustees of the Liberty Lake Municipal Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about these resources. Completion of this form is the first step in these procedures. If you wish to request review of a library resource, complete this form and return it to:

Liberty Lake Municipal Library
Attn.: Director
23123 E Mission Ave
Liberty Lake, WA 99019

Patron Name _____ Date _____

(Print)

Address _____

City _____ State _____ Zip _____

Phone _____

Are you a resident of the City of Liberty Lake? Yes No

Resource on which you are commenting:

Book Magazine Newspaper DVD Audio Book Music CD
Computer Software Other _____

Title _____

Author/Artist/Producer _____

1. What brought this resource to your attention?
2. Have you examined the entire resource? Yes No
3. What concerns you about this resource? (If needed, please use back of form)
4. What other resource would you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____

Response Date _____

LLML Card _____

Name _____

Action: