REQUEST FOR RECONSIDERATION PROCEDURE

PURPOSE: When an elector and library card holder of the city of Aurora objects to the inclusion of an item in the collection, this is the procedure to be followed for the customer to request reconsideration of the item.

PROCEDURE:

A. If an elector and library card holder of the city of Aurora requests to have an item removed due to objectionable content, the procedures are as follows:

B. Staff will be neutral and offer the Request for Reconsideration procedures and form, as well as the collection development policy.

C. The completed form should be sent to the Collection Development Librarian.

D. The Collection Development Librarian will evaluate the request and make a recommendation to the Technical Services Manager. The Collection Development Librarian will contact the requestor with the decision.

E. If there is an appeal, the Library Director and the Library Board of Trustees will review the request and the recommendation of the Collection Development Librarian and the Tech Services Manager. The Library Board will make a recommendation to the Director, which could take several months depending on the Library Board’s meeting schedule.

F. The Director will decide what action to take and notify the requestor of the final decision.

G. An item will only be considered once every five years. If there are multiple requests to review one item, the decision of the previous request will remain in effect for the remainder of the term.

H. No library materials will be removed until the decision of the Director and Library Board is reached.

BACKGROUND INFORMATION:

A. The material in our collection is selected from a professional review or from personal examination.

B. The Aurora Public Library has specific criteria and procedures for selection of materials, which are outlined in the Collection Development Policy.

C. We endorse and adhere to the Library Bill of Rights and Intellectual Freedom Statement from the American Library Association.

D. Materials are chosen for the value of their interest and information, representing various points of view, including those that are strange, unorthodox or unpopular.

E. Materials and the lifestyles or points of view of their creators are not endorsed by the Library.

F. The Aurora Public Library is a public institution founded to serve all the citizens in the community, therefore, we cannot restrict the use of library materials based on age, race, religion, national origins or social or political views.