



**RECONSIDERATION OF LIBRARY MATERIALS POLICY  
APPENDIX B  
JANUARY 2022**

Riverside Public Library does not practice censorship and adheres to the "Freedom to Read" statement of the American Library Association. [Appendix D]

Riverside residents desiring reconsideration of any material should complete the *Request for Reconsideration of Library Materials* form available at any of the Library's services desks.

The completion and signing of the "*Request for Reconsideration of Library Materials*" form [Appendix B] will identify the patron with specific library materials. As a result of lodging a written complaint the patron loses his/her right to privacy protection. Confidentiality of library records is waived as to the materials described in the complaint.

In order for the reconsideration process to begin, the request form must include a name and contact information, and the patron must have read, listened to, or viewed the entire work for which there is concern. The initial request for re-evaluation will be given to the Library Director, who will refer it to the appropriate department head.

The requesting patron may be interviewed by the department head. The requesting patron will be informed by the department head that the purpose of the re-evaluation is to determine whether the material, in light of the patron's complaint and any other information deemed appropriate, still meets the objective criteria set forth in this selection policy. If the department head, after informing the patron of the procedures involved in the selection of materials and the library's inability to practice censorship, cannot informally resolve the complaint, the patron will be offered an interview with the Library Director.

At the direction of the Library Director, a review panel may be established, consisting of selected Library employees and may include a library employee from another library. The panel will evaluate the challenged material to determine whether the material, in light of the patron's complaint and any other information deemed appropriate, still meets the objective criteria set forth in this selection policy. The review by the review panel shall be a *de novo* review, and the fact that the material is presently in the library's collection shall be without significance.

The Library Director shall inform the Library Board of Trustees of the *Request for Reconsideration* and all proceedings thereon. The role of the Library Board of Trustees is to ensure that the procedures set forth in this policy are followed. Beyond this, the Library Trustees agree that it is inappropriate for them to participate in the actual process of selecting or weeding individual items of material or in the re-evaluation of individual items of material at the request of a patron.

If the review panel concludes that the challenged materials meets the objective criteria set forth in this policy, the complaining patron will be so informed. If the patron wishes, he or she may request an opportunity to address the Library Board of Trustees in person at a regularly scheduled meeting. All meetings of the Library Board of Trustees are open to the public. However, addressing the Board is a privilege granted specifically by the Board. Because other business must be considered at each meeting, stated limits on the number of speakers and the time allotted to each speaker may be set by the Board if necessary.

The Library Board of Trustees shall not reverse the decision of the staff or the review panel unless the Board concludes, after consideration of the challenged material, the patron's complaint and any other information deemed appropriate, that the review panel or the staff acted arbitrarily and capriciously and, in so doing, abused its discretion. Such a reversal requires a written decision by the Library Board of Trustees detailing the way in which the review panel or the staff abused its discretion.

Reviewed and Approved by the Board of Trustees 11/8/11, 1/11/22

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**RIVERSIDE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS  
\*Required for request to be reconsidered**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ Format \_\_\_\_\_

Author/Artist \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

1. Do you officially represent a group or yourself? \_\_\_\_\_

If group, please name: \_\_\_\_\_

2. Are you familiar with the Riverside Public Library's Collection Development? \_\_\_\_\_

3. What brought this title to your attention? \_\_\_\_\_

\_\_\_\_\_

4. Did you read/hear/view the entire work? \_\_\_\_\_

5. Please comment on the resource as a whole as well as being specific on those matters which concern you (cite pages, paragraphs that would be helpful).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Why do you wish it to be reconsidered? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notwithstanding the fact that you are entitled to confidentiality with respect to all library materials which you use, by signing this complaint you are identifying yourself with the materials cited in the complaint and are thereby waiving your right to confidentiality as to those materials cited in the complaint.

Your signature \_\_\_\_\_

Signature of staff member accepting this request \_\_\_\_\_

Date \_\_\_\_\_