

MATERIALS RECONSIDERATION POLICY

1. Those wishing to request a reconsideration on an item must be a resident of the City of Beloit. Individuals who are not a resident of the City of Beloit may fill out the Customer Comment Form. Priority will be given to requests brought forward by the resident taxpayers of the City of Beloit.
2. Library materials are selected in accordance with the Beloit Public Library Board's "Collection Development Policy." Customers are encouraged to read the entire text of the policy which states in part:

"The Library welcomes comments and criticisms of its collection. However, no individual in a democracy has a right to prevent another from reading, viewing or listening to a title by demanding its removal from the library. The Library Board of Trustees declares as a matter of firm principle that no challenged library material shall be removed from the Beloit Public Library under any punitive legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law."

3. If the purpose of the citizen reconsideration request is to have the item removed from the Library, the customer should be aware that such action would require an exception to the Library Board's policy, which only the Board itself has the power to grant. Please be aware the item in question will remain in the collection during the review process.
4. The "Request for Reconsideration of Materials" form must be completed in its entirety and forwarded to the Library Director. Please be aware that the customer must be a City of Beloit resident.
5. The Library Director will contact the customer within 30 days to discuss the request. All requests will be shared with the Library Board.
6. If the request is not resolved, the customer can request a review by an internal Reconsideration Committee (Library Director, materials selector, and additional staff member(s) as appropriate) within 10 days. The Reconsideration Committee will
 - a. Read, view, or listen to the material in its entirety
 - b. Review the selection process and the criteria for selection
 - c. Check reviews and recommended lists to determine recommendations by the experts and critics
 - d. Meet to discuss the request
 - e. Arrive at a recommendation on removal, retention, or replacement.

7. The Library Director will notify the customer of the decision within 30 days of the request for review.

If the customer wishes to appeal the decision of the internal Reconsideration Committee, the Library Director will place the citizen's materials reconsideration request on the Library Board's next meeting agenda and notify the customer of the date and time of the public board meeting.

8. The matter will be discussed at the Library Board meeting, where the Board may choose to act or to defer their decision to a future meeting. The customer will be notified in writing of the Board's decision.

If the Board believes a separate challenge hearing is warranted, it will be set up as the sole item on a future board agenda.

History: Adopted June 2003, Revised May 2006, Revised January 2013, Revised September 2022