

## **MATERIALS RECONSIDERATION POLICY**

1. Those wishing to request a reconsideration on an item must be residents of the City of Beloit. Individuals who are not residents 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. The “Request for Reconsideration of Materials” form must be completed in its entirety and forwarded to the Library Director. The library will not accept reconsideration requests for materials that have been through the reconsideration policy within the past three years.
3. The Library Director will contact the resident within thirty days to discuss the request. All requests will be shared with the Library Board.
4. If the request is not resolved, the resident can request a review by an internal Reconsideration Committee within ten business days. The committee will consist of the Library Director, materials selector, and additional staff member(s) as appropriate. 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. This meeting will take place within sixty days of the filing. The Library Director will notify the resident of the meeting, where they will have the right to speak.
  - e. Committee members will submit, in writing, their recommendations to the Library Director.
  - f. The Library Director will make a decision regarding the disposition of the material. The Library Director will communicate this decision along with the reasons for it, in writing to the individual who initiated the request.
  - g. For the duration of the Reconsideration Committee work, the material will remain in the library collection, on the shelf and in its original location.
5. If the resident desires further action, they may submit a written appeal to the Library Board of Trustees within ten business days. If the Board plans to address the appeal at a meeting, the Board President will notify the resident. The Board reserves the right to limit the length of public comments. The Library Board will determine if staff followed the Library’s Collection Development Policy and the Materials Reconsideration Policy. On the basis of this determination, the Board may vote to uphold or overrule the decision of the library. The resident will be notified in writing of the Board’s decision.

History: Adopted June 2003, Revised May 2006, Revised January 2013, Revised September 2022, Revised March 2024