



## The North Shore Library Request for Reconsideration Policy

Materials in the North Shore Library's (NSL) collection are selected under the guidelines established in the Library's *Materials Selection Policy*. It states that the Library Director (Director) is responsible for the selection of library materials and, at their discretion, can assign collection development duties to any professional members of staff. In the event that any NSL material is challenged, the NSL will address it in a timely manner, ensuring that the patron is heard while also upholding the fundamental principles of intellectual freedom. Individuals may only challenge one item per calendar year and NSL will only consider an item for review once every seven years. The item under review will remain in circulation during the duration of the review.

The steps that will be taken when an item is challenged are as follows:

### 1. Initiation of Request for Reconsideration:

- a. Individuals residing in Bayside, Fox Point, Glendale, or River Hills, who have an active library card, may initiate a challenge about a specific item in the collection by submitting the *Request for Reconsideration of Library Materials* form to the Director.
- b. The Director will not accept a *Request for Reconsideration of Library Materials* form in which the patron has not read, listened to, or viewed the material in its entirety.

### 2. Acknowledgement of Request for Reconsideration:

- a. After the *Request for Reconsideration of Library Materials* form has been submitted to the Director, the patron will receive written acknowledgement. The letter will describe the NSL's procedure and provide a timeline for review.
- b. Copies of this procedure and the *Materials Selection Policy* will be included in the reply.
- c. If the patron has checked out the item, no further action will be taken until said item is returned to the Library.
- d. The Library Board will be notified that a formal *Request for Reconsideration of Library Materials* has been received.

### 3. Evaluation of Library Material:

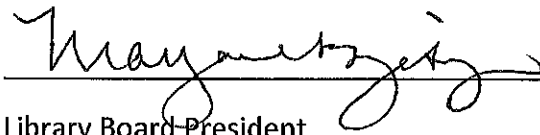
- a. The Director shall create an ad hoc committee to evaluate the challenged item. The committee will consist of:
  - i. The Director, the Head of Adult Services, and/or the Head of Youth Services.
  - ii. A staff member with a Master's Degree in Library and Information Sciences.
  - iii. Two Library Board members, including the representative on the Library Board from the municipality where the patron resides.
- b. Members of the committee shall read, listen to, or view the material in its entirety.

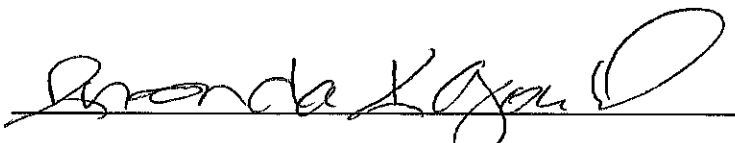
- c. Committee members will then:
  - i. Review the material in relationship to the Library's *Materials Selection Policy*.
  - ii. Review the material in relationship to the rest of the collection.
  - iii. Check general acceptance of the materials through the use of professional journals and peer review.
  - iv. Consider any acclaim, artistic merit, or cultural significance of the material.
- d. The committee will then meet to discuss the material and present a report recommending one of the following to the Board:
  - i. Retain the challenged material in the collection;
  - ii. Retain the challenged material, but move it to another location; or
  - iii. Withdraw the challenged material.

**4. Final Decision on Request for Reconsideration:**

- a. The Director will present the ad hoc committee's report at the earliest possible date to the Board of Trustees for final approval.
- b. At the earliest possible date, the Library Board will communicate their decision in writing to the patron who initiated the reconsider request.
- c. The Library Board's decision will be final.

Approved by the Library Board  
North Shore Library  
May 18, 2023

  
Library Board President

  
Rhonda K. Gould, Library Director