

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

1. The patron must complete and return the Request for Reconsideration of Library Materials form to the Library Director [Director] at the Pewaukee Public Library.
2. Upon receipt of the request, the Director will form an advisory Ad Hoc Committee [Committee] to evaluate the material and provide input so that the Director can make a decision regarding the disposition of the material. The Director will serve as the committee chair. The Committee will consist of:
  - a. The Director
  - b. The manager who supervises that collection (Adult Services or Youth Services Manager)
  - c. A full-time staff member whose name is drawn at random
3. Each member of the Committee will:
  - a. Review the Request for Reconsideration of the Library Materials form.
  - b. Read (view, etc.) the material in question in its entirety.
  - c. Consult journals, magazines newspapers and other resources for reviews of the material.
  - d. Submit in writing their recommendation to the Director.
4. The Director will make a decision regarding the disposition of the material. The Director will communicate this decision, along with reasons for it, in writing to the individual who initiated the request.
5. If the individual desires to appeal the decision of the Director, they may submit a written appeal to the Library Board of Trustees [Board] within ten business days. The Board will address the written appeal in open session at their next regularly scheduled meeting, or at the succeeding meeting if the appeal was not timely received for inclusion on the Board's agenda. In considering the appeal, the Board will primarily be guided by whether the subject material's acquisition, continuation or particular location within the Library's collections complies with the Library's Collection Development and Management Policy and whether the staff followed the Request for Reconsideration of Library Materials Procedure following receipt of the patron's initial request for reconsideration. However, the Board may, in its sole discretion, consider additional factors before issuing a determination on appeal, including but not limited to applicable laws, other Library policies, and the remedies available. The Board shall vote to either uphold, overrule or modify the decision of the Director. The decision of the Board is final and subsequent requests for reconsideration of a material that was subject to reconsideration by the Board shall not be accepted by the Library for three (3) years following the Board's decision.
6. During this entire process, the material in question will remain in the Library's collection and will be treated the same as other library material.