

REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAM

Program Title: _____

Program Date and Location: _____

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Do you represent:

_____ Yourself

_____ An Organization (Name) _____

_____ Other Group (Name) _____

1. What brought this program or event to your attention? _____

2. Did you stay for the entire program? _____ If not, what part(s)? _____

3. To what in the program do you object? (Please be specific.) _____

4. What do you feel might be the result of attending this program?

5. For what age group do you recommend this program? _____

6. What would you like your library to do about this program? _____

7. Are there resource(s) you would suggest to provide additional information and/or viewpoints on this topic? _____

Signature: _____

Date: _____

LIBRARY POLICIES FOR RECONSIDERATION OF PROGRAMS AND EVENTS

If a complaint is made, the following procedures should be followed.

1. When a complaint is voiced concerning a library program or event, the party will be asked to fill out a *Request for Reconsideration of Library Program* form and will be informed of the selection and presentation procedure. No commitments will be made.
2. Submitted forms will be considered by the Library Leadership Team. Requests will be reviewed in relation to the library's mission and program and event policy. The Library Director will reply to the complainant within thirty days of receipt of the request.
3. If the complainant is not satisfied with the response, the complainant may request that a review of the request be done by a Review Committee consisting of two members of the Library Board, two programming coordinators, and one staff member. The Review Committee will present their recommendation to the Library Board. The Library Board will make the final decision regarding the program based on this committee's recommendation.