

Liverpool Public Library Board Policy	Page 1
Request for Reconsideration Policy	Policy Adopted: 12.12.2018 Review Date: 2021

The Liverpool Public Library strives to provide access to a wide range of materials & events representing varying points of view, without promoting a single perspective.

In some cases, patrons may take issue with specific library materials/events they find offensive or inappropriate for the collection or event calendar. Should a patron feel that an item or event should be removed, reclassified or canceled the following steps may be taken, although we encourage the patron to first talk to a librarian about their concerns.

- I. The patron should complete a Request for Reconsideration form. The completed form will go to the Director and librarian responsible for the development and selection of that area of the library's collection or event.

- II. The Director or Designee will send acknowledgement of receipt of the Request for Reconsideration form to the patron within three working days. Staff will evaluate journal and other reviews, selection criteria used to purchase the item, or schedule the event. Information submitted by the patron will be included in the evaluation. A written response will be made by the Library Director within 30 days of receiving the formal objection.

- III. If the Director's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented to and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material or event in question should be removed, reclassified or canceled. A decision will be made by the Library Board at a regularly-scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material/event in question will remain active during the review process.