

Armoral Tuttle Public Library

Request for Reconsideration Policy

The Library will review decisions regarding specific titles upon written request from a New Plymouth resident. The Director or designee will provide a Request for Reconsideration form for this purpose.

When a completed Request for Reconsideration form is filed, the Library will begin its reconsideration process. This process consists of the following steps:

1. Staff will review the materials under consideration. The staff will communicate its decision to the patron in writing within 20 business days.
2. Should the patron not be satisfied with the staff's decision, the patron can submit a written request for Director review. The Director will review the material in question in consultation with appropriate staff. The Director will communicate his or her decision to the patron in writing within 20 business days of receiving the request for Director review.
3. The patron may appeal to the Director; then the decision will go to the Library Board of Trustees. The decision of the Board will be communicated to the patron and will be final.

In considering Requests for Reconsideration, staff, the Director and the Board will consider each work as a whole, and individual passages will not be treated out of context. Works will be assessed according to criteria specified in the nature and quality of materials.

Armoral Tuttle Public Library is a member of the Idaho Digital Consortium, sharing and receiving materials from other member libraries. Armoral Tuttle Public Library only accepts Requests for Reconsideration from New Plymouth residents for materials owned by the Armoral Tuttle Public Library

Armoral Tuttle Public Library is committed to providing materials in multiple formats for information, education, and entertainment. Specific titles in the Armoral Tuttle Public Library collection will be reviewed upon written request from residents of New Plymouth via a completed Request for Reconsideration form. When a completed form is filed, the Library will begin its reconsideration process.

REQUEST FOR RECONSIDERATION FORM

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

REQUEST INITIATED

BY: _____

ADDRESS _____

CITY AND STATE _____ ZIP _____

TELEPHONE _____

EMAIL

ADDRESS _____

LIBRARY CARD NUMBER (optional) _____

Do you represent: _____

Yourself _____

An Organization (name) _____

Other group (name) _____

1. To what in the material do you object? Why do you object? (Please be specific; for example, cite pages and specific passages. Use additional sheet if necessary.)

2. Did you read, view or listen to the entire work? _____

If not, what parts did you read, view or listen to? _____

3. What do you feel would be the result of reading, viewing, or listening to this Material? _____

4. What parts of the work do you think are accurate and valuable? _____

5. What do you believe the theme of this work to be? _____

6. Are you aware of judgments of this work by professional critics? _____

7. For what age group would you recommend this work? _____

8. What action are you requesting the library take in regard to this work? _____

Signature _____

Date _____

*** By signing this form I understand that I am making a formal complaint to the Armoral Tuttle Public Library about an item available for checkout. I acknowledge that this document will become a public record as soon as it is received by Library staff. I understand that to complete the process I must follow the above-mentioned steps in the timeline stated.**