



CRETE PUBLIC LIBRARY DISTRICT

1177 N. Main St. | Crete, IL 60417 | 708.672.8017

Reconsideration of Library Materials Procedures

The Crete Public Library District Board of Library Trustees and staff support the *Library Bill of Rights* and the American Library Association's *Freedom to Read* and *Freedom to View* statements, and as such, strive to maintain a diverse collection of quality materials to meet the mission of the library: *To provide information and services in a variety of formats for the continual education, enlightenment, and enjoyment of the community.*

Recognizing that a diversity of materials may result in some complaints, the following procedures have been developed to assure that complaints are handled in a timely and consistent manner.

1. Patrons who wish to question why materials were selected - or were not selected - for the library will be referred to the Adult Services Manager, the Youth Services Manager, or the person-in-charge.
2. The department manager or person-in-charge will discuss the complaint with the patron and explain the library's *Material Selection and Collection Management Policy* and the *Library Bill of Rights*.
3. If the complaint is unresolved, the department manager or person-in-charge will provide the patron with a copy of the *Request for Reconsideration of Library Materials* form and inform the Executive Director.
4. Upon receipt of the *Request for Reconsideration of Library Materials*, the Executive Director will review the material in question with staff and will respond to the complaint in writing.
5. If the patron who filed the request for reconsideration is not satisfied with the decision of the Executive Director, he/she may request in writing that the matter be referred to the Board of Library Trustees.
6. The complaint will be forwarded to the President of the Board, and the matter will be placed on the agenda of a regular board meeting as soon as is practical. A written notice of the meeting date and time will be provided to the requestor.
7. The decision of the Board will be final, and the patron will be informed in writing of the Board's decision.

- ❖ For more information, see the library's full *Material Selection and Collection Management Policy*.
- ❖ Any information submitted to the library, within the limits of the law, may be required to be released to the public pursuant to a Freedom of Information Act request.



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Request for Reconsideration of Library Materials

If you would like the Crete Public Library District to reconsider any material in our collections, please provide information about that material on the form below. Forms may be submitted at any public service desk or to director@cretelibrary.org. Please complete a separate form for each item you would like reconsidered. Please print clearly and use additional pages if necessary.

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

TITLE: _____

AUTHOR: _____

PUBLISHER/PUBLICATION DATE: _____

1. How did you become aware of this material (e.g. school assignment, browsing, recommendation)? _____
2. What, if anything, do you like about this work? Please refer to specific pages, paragraphs, or timings. _____
3. What do you object to in the work? Please refer to specific pages, paragraphs, or timings. _____
4. Have you read, viewed, or listened to the entire work? Yes _____ No _____
5. Are you aware of or have you read any professional reviews of this material? _____
6. Who are you representing? Self _____ or, Name of Group: _____
7. Would you care to recommend a work that will convey a comparable or alternative perspective on the same topic? _____

Thank you for your interest in the Crete Public Library's collections. You will be contacted by library staff after this form has been reviewed.