

DOOR COUNTY LIBRARY

Policies & Procedures

Subject: REQUEST FOR RECONSIDERATION POLICY

Effective Date: May 16, 2022

Source/Date: LIBRARY BOARD / 05-16-2022

Purpose

The purpose of this document is to outline the circumstances under which library materials may be reviewed and reconsidered for placement in the Door County Library (DCL) collection and library programs may be reviewed and their execution reconsidered.

Definition

DCL defines “Request for Reconsideration” as the process through which concerns or objections about specific library materials and programs are brought to the attention of library staff.

Philosophy

DCL’s motto is to inform, instruct, and inspire. DCL assures free access to both physical and virtual programs and materials that reflect diverse community interests and multiple points of view. Library users are free to select or reject materials and programs for themselves.

Policy

The library’s collection and programs reflect DCL’s mission as outlined in the Materials Management Policy and Strategic Plan.

Library users may express concerns about library programs and materials in the library collection to staff. DCL staff will attempt to resolve concerns as they occur. If necessary, staff will proceed with the request for reconsideration process by giving the concerned individual a Request for Reconsideration Packet.

Completed Request for Reconsideration Forms are submitted to the Library Director for review.

The library investigates reconsideration requests from individuals who are both Door County Library cardholders and Door County residents.

The Library Director reviews requests for reconsideration, then contacts the individual with a resolution. If the situation remains unresolved, it may be appealed to the Library Board. Library Board decisions are final.

DCL does not withdraw or restrict access to materials or programs without following the request for reconsideration process. Materials under review continue to circulate until a final decision has been made. Programs under review will continue as planned until a final decision has been made.