Request for Reconsideration of Library Material
Saint Peter Public Library

Thank you for your interest in improving our library collection

Policy for Reconsideration of Library Materials

1. The St. Peter Public Library will provide the opportunity to request reconsideration of library materials. No library material will be removed from the shelf until such request is acted upon and a decision is reached.
   a. The complainant must complete and sign a “Request for Reconsideration of Library Material.”
   b. The Library Supervisor will acknowledge the complaint in writing to the complainant within ten (10) business days.
   c. The Library Supervisor will submit the completed form to a committee composed of the Supervisor and other qualified staff members appointed at the discretion of the Supervisor. This committee shall reach a decision within one month of receipt of the complaint.
   d. If the complainant is not satisfied with the findings of the committee, an appeal may be made to the Library Board at its next meeting. The decision of the Library Board is final.

This form is a formal request and initiates a formal process to request reconsideration of library materials. Library staff are happy to take purchase suggestions, and answer questions about why we may or may not have certain materials more informally, with a conversation, phone call, or email exchange. This formal process tends to be used when the informal process is not sufficient.

It may be helpful to review the St. Peter Public Library collection development policy before completing this form. You may find this on our website or ask for a copy at the library.

Date

Name

Phone Number Email Address

Address

City State ZIP Code
What is the material you would like us to reconsider owning? (title/author/any other info)

_____________________________________________________________________________________

What action are you recommending we take?

☐ Remove it
☐ Add it
☐ Change where it is located in the library
☐ Other: ____________________________________________

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What are your reasons?

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You can expect to hear back from us within 10 days acknowledging receipt of this form. We may also reach out to you for a better understanding of your concerns. What contact method is best?

☐ Email
☐ Phone
☐ USPS hardcopy mail

_____________________________________________________________________________________

Signature