

## **Request or Reconsideration of Library Materials – Procedures**

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### **Requesting Library Materials**

There are several ways that Library customers may submit title, author and subject requests to the Library for purchase consideration including:

1. Submitting requests through the Library website “Contact Us” feature;
2. Emailing the Materials Management Director through the Library Website; or
3. Visiting one of the Library Branches and requesting the material.

Materials requested may be purchased for the library collection, not purchased, or obtained through interlibrary loan. The customer will be notified of the action that will be taken.

### **Reconsideration of Library Materials**

Library customers who are Harford County residents and active Harford County Public Library card holders, may request that materials be reevaluated for placement or reconsidered for inclusion in the library collection. The following is an outline of the process and tips to ensure that requests are considered in a timely basis and avoid delays.

1. The first step is for the customer to have a conversation with a Librarian or Library Associate at their local library branch. Be prepared to have the title name, author, and other pertinent information pertaining to the item.
2. The library staff member will review the library’s Materials Selection Policy, selection criteria and makes every effort to address the customer’s questions or concerns.
3. If the library customer feels that further action is necessary, they may elect to complete and submit a Materials Selection Inquiry form for items not owned by the library, requesting that the material be reconsidered for acquisition to the collection.
4. The Materials Management Director will consider each request in terms of the Materials Selection Policy, Freedom to Read criteria, and the principles outlined in the ALA Library Bill of Rights.
5. Review will be completed within one month of receipt of the reconsideration and a written (email) response to every Material Selection Inquiry form will be sent to the customer and copies maintained on file.
6. Copies of the written responses to the customer informing them the item was reconsidered and will remain in the collection will be sent to the Library Director who will then provide a written copy to the Board of Trustees.
7. Appeal of this decision may be made in writing to the Library Director.

8. The final responsibility for materials reconsideration resides with the Library Director.

Library customers who are Harford County residents and active Harford County Public Library card holders, may request reconsideration of materials housed in the library collection. The process is the same as outlined above in steps 1-7 as well as the following:

1. Once an item has been selected and added to the Library collection as qualifying under the selection policies and criteria, it will not be removed solely at the request of those who disagree with it.
2. The Library will not consider materials reconsideration requests from non-county residents.
3. The Library will not review more than three requests from an individual or organization in a three month period. If more than three titles are submitted for review by one person or organization during a three month period, only the first three titles will be reviewed and other requests will be discarded.
4. “Material under review due to an objection is to remain available for use by the public and library staff until the review process has concluded” (COMAR 14.38.02.01 C (2)).
5. Review will be completed within one month of the receipt of the materials reconsideration request.
6. Regardless of whether a reconsideration request is submitted by an individual or group, an item or title will only be reviewed for reconsideration once in a three year period. Customers may only have three requests for reconsideration per year.