

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

---

### **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 Administrator through the Library Website;  
and
3. Visiting one of the Library Branches and requesting the material.

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

### **Reconsideration of Library Materials**

Library customers may request that materials be reevaluated for placement or reconsidered for inclusion in the library collection.

1. The first step is for the customer to discuss the issue with a Branch Librarian or Library Associate.
2. The library staff member reviews 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 owned by the library or items not owned by the library, requesting that the material in question be reconsidered.
4. The Materials Management Administrator will consider each request in terms of the library’s selection criteria, Materials Selection Policy, and the principles outlined in the ALA Library Bill of Rights.
5. A timely, considered response to every Material Selection Inquiry form will be sent to the customer and copies provided to the Library Director and Library Board of Trustees.
6. Appeal of this decision may be made in writing to the Library Director.
7. The final responsibility for materials reconsideration resides with the Library Director.