

**Poplar Bluff Municipal Library
Request for Reconsideration Form**

Please read the packet contents before submitting this Request for Reconsideration form. It is recommended that your reconsideration request be discussed with the Director, which will provide an opportunity to resolve the request before this formal process proceeds.

This packet includes:

- Collection Development Policy
- Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement

The Poplar Bluff Municipal Library District Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources to the Director. The Board established reconsideration procedures to address concerns about library operations. Citizens requesting reconsideration must complete and sign this form as the next procedural step. The completed form must be returned to the Director, Poplar Bluff Municipal Library District, 318 N. Main, Poplar Bluff, MO, 63901. Incomplete forms will be considered invalid and not undergo a reconsideration process.

Name _____

Date _____

Address _____

City, State & Zip _____

Phone _____

1. Do you represent self? ____ Organization? ____
2. Resource type on which you are commenting: ____ Book ____ Video

____ Magazine ____ Library Program ____ Newspaper ____ Meeting of Outside Agency
____ Electronic information/network (please specify) ____ Display or Exhibit

3. Title _____

4. Author/Producer/Agency _____

5. What brought this to your attention?

6. Have you read or examined the item, display, or program/event/meeting in its entirety?

7. What concerns you about the item, display, or event? (Use reverse side or additional pages if necessary)

8. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature

Date

Any library cardholder or resident of the Library's service district may formally request the reconsideration of library resources by completing in full and signing a "Request for Reconsideration" form. The Director in consultation with the collection development staff will examine the resource in question, check reviews, and determine whether it conforms to the priorities and criteria of the library selection and collection development policy. If it is a request to reconsider the classification of a resource, the Director in consultation with the appropriate staff will determine whether the existing classification of the resource is appropriate for its subject, style, theme, and intended audience.

The reconsideration request, along with the written review and recommendation of the Director, shall be presented at the next regularly scheduled meeting of the Board of Trustees. Based on the principles and criteria of the resource selection and collection development policy, the Board of Trustees shall decide whether to retain, reclassify or withdraw the resource in question. The Director shall convey the Board's decision to the initiator of the request, in written communication, within seven days. In compliance with 15 CSR 30-200.015 of the Missouri State Regulations, the results of the challenge will also be disclosed to the public and published on the library's website.

In cases where the initiator of the request is not satisfied with the Board's decision and the situation escalates, the Board may authorize one or more of the following actions: holding a public hearing to invite the widest possible community comment on the issue; making accurate and complete information available to all news media; reporting the incident to the Missouri Library Association and the American Library Association's Office of Intellectual Freedom; seeking legal advice. In situations of public controversy, when the Board has determined that the actions of the Director and/or other employees conform to the established policy, the Board shall provide moral support to the staff, resist calls for the censure or dismissal of employees, provide documentation that library policy was followed, and authorize funds for legal defense. If the Library is required to defend itself in legal action, the Board shall determine whether to seek assistance from specialty counsel. Resources subject to reconsideration remain available to the public, pending final disposition of the request for reconsideration.

A challenged title will not be reevaluated for a period of one year.