

## XVIII. Reconsideration of Library Materials

Approved: DRAFT

### 1. Policy

The Stewart B Lang Memorial Library provides books and other library resources for the interest, information and enlightenment of the community. The Library is a forum for information and ideas. Materials reflecting the diversity of values and viewpoints present in our society are included in the collection.

### 2. Procedure

The Library will not consider removing an item from the collection unless it can be shown to be in violation of the Library's collection policy. An item is evaluated as a whole, not by excerpts.

In order to have an item be considered for removal, a patron must submit to the Director a completed "Request for Reconsideration of Library Materials" form.

The Director will evaluate each request and decide on retention or removal of the item. If the item is deemed to have been properly selected by the terms of the collection policy, public use of the item shall not be denied, restricted or abridged in any way, nor shall the item be relocated.

Attached: Request for Reconsideration of Library Materials

Revision Summary:

Reviewed November 6 2023

## Request for Reconsideration of Library Materials

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Title, author and call number of the item:

\_\_\_\_\_

2. Please state your comment, suggestion, or criticism of the material as specifically as possible:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Did you read, see, listen or otherwise use the material in its entirety? If not, which parts?

\_\_\_\_\_

4. Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Library appreciates your interest. Your comments will be forwarded to the Library Director. Submit this form in person or mail to the Library Director, Stewart B Lang Memorial Library, 2577 East Main Street, Cato, NY 13033. The Director will respond in writing.