

## Request for Reconsideration of Library Materials Form

### Freedom to Read

It is the policy of the Ritter Public Library Board of Trustees that it is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

The Ritter Public Library does not endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest of the library to establish its own political, moral, or aesthetic views as standard for determining what books should be published or circulated. It is contrary to the public interest of the library to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

**When patrons have concerns about specific materials in or that they request to be in the collection and wish to have it reconsidered, they should raise their concerns with the appropriate department head or the Director. If they wish to pursue it further, they should complete the “Request for Reconsideration of Library Materials” form below and give it to the Director. No request will be considered without inclusion of the correct name, address, and phone number. Upon receipt of the completed form, the Director will thoroughly review it utilizing the library’s selection criteria and respond in writing to the request within 3 weeks of receipt. If the challenger wishes to pursue it further, they may request a review by the Board of Trustees Reconsideration Committee within 2 weeks of the Director’s response. The Reconsideration Committee will review the request and respond in writing within 3 weeks. If the challenger wishes to pursue it further, they must notify the Director within 2 weeks of the committee’s response that they want to appear before the Board of Trustees. The Director will put the appearance on the agenda for the Board of Trustees meeting in the following month. The Board will hear the request for reconsideration and make a decision regarding the material. It should be noted that the Board defends the principles of the freedom to read and view and declares that whenever the removal of material is involved, no material will be removed from the library except by unanimous vote of the Board of Trustees.**

Please complete the following information:

NAME(Print) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DO YOU REPRESENT: Yourself \_\_\_\_\_ Organization (name) \_\_\_\_\_

FORMAT OF MATERIAL \_\_\_\_\_

TITLE \_\_\_\_\_ COPYRIGHT \_\_\_\_\_

AUTHOR \_\_\_\_\_ PUBLISHER \_\_\_\_\_

Continued on next page

1. To what item do you object or wish to add to the library’s collection? (Give specific examples, books, authors, etc.)

2. Did you read, listen to, or view the entire work/medium? \_\_\_\_\_ If not, what parts did you read, listen to, or view?
  
3. What do you believe is the theme of this material?
  
4. What do you feel might be the result of reading, listening to, or viewing this material?
  
5. What other evaluations of this material are you aware of?
  
6. What would you like the library to do about this material?
  
7. If you have further comments, please use an additional page.

PATRON SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: This form is a public document and, therefore, is subject to Ohio's Open Record Laws, including Section 149.432, which requires removal of all identifying patron information to most releases of the document.