



Patron Request Policy for Reconsideration of Library Material of the Sam T. Wilson Public Library

The Library welcomes expression of opinions from the public concerning materials selected or not selected for inclusion in the Library collection. Patrons' selections of library materials are an individual, private matter. While each patron is free to select or reject materials for himself/herself and their minor children, a patron cannot restrict the freedom of others to read/view/listen or inquire. Parents have the primary responsibility to guide and direct the selections of their own minor children. The Library does not stand "in loco parentis." Individual items which may be controversial or offensive to some, may appropriately be added to the collection if they meet the selection criteria and contribute to the balance and effectiveness of the collection.

The Library recognizes the right of individuals to question materials in the Library's collection. Any individual is free to ask the staff about materials, and the staff is encouraged to discuss the materials. The Library staff should present to the patron the written selection policy and explain its meaning. Requests to add or remove materials shall be considered within the context of the principles affirmed in this document. Any individual may state his/her opinion in writing on the form. After the form is completed and returned to the Library Director, the statement and material in question will be reviewed by the selector for the area of the item in question, other staff if appropriate, and the Library Board to determine if the material meets the selection criteria in the policy manual. The patron will be notified in writing of the decision of the Library Board.



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Request initiated by:

Name: _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Is this request made on behalf of:

Yourself _____

Organization _____

Other _____

Please circle the format of the material below:

Book

Magazine

Newspaper

Audiocassette

Videocassette CompactDisc

DVD

World Wide Web

Title: _____

Author: _____

Publisher: _____

Producer: _____

1.) Please state your objection to this material? (Please be very specific).

2.) What do you think might be the result of reading/listening to/viewing this material? _____

3.) List the positive aspects of the material. _____

4.) Did you read/listen to /view the material in its entirety? _____

5.) What do you believe is the theme of the material? _____

6.) For what age individual did you checkout this material? _____

7.) For what age individual do you feel it is appropriate? _____

8.) What would you recommend the Library do about the material? _____

9.) Other comments: _____

Date: _____

Signature of Complainant _____

Thank you for sharing your concerns with us. The Library staff will review your comments and all relevant policies. You will be notified of the decision.

For Library Use Only

Received by: _____

Date Reviewed: _____

Comments _____

Date Complainant Contacted: _____