

W.H. Walters Free Public Library

Request for Reconsideration/Removal of Library Material Form and Procedures

PROCEDURES

The W.H. Walters Free Public Library recognizes the right of individuals to express concerns regarding materials in the Library's collection. The Library provides the following process for formally requesting reconsideration or removal of a specific library material.

1. A patron with a concern about a library material is encouraged to first discuss the concern with the Library Director or library staff.
2. If the concern is not resolved through an informal discussion, the individual may submit a formal *Request for Reconsideration/Removal of Library Material Form*.
3. The request must identify a specific library material and provide the information requested on the form. A separate form must be submitted for each material being challenged.
4. The completed form shall be submitted to the Library Director. The Library Director will acknowledge receipt of the request and forward the completed request to the Library Board of Trustees for review.
5. The Library Board of Trustees shall review the challenged material, the completed request, and the applicable provisions of the *Library's Collection Development Policy* and *Request for Reconsideration/Removal of Library Material Policy*.
6. A challenged library material shall remain in the Library's collection and available for reservation, checkout, or access during the review process unless otherwise required by law or Library policy.
7. The Library Board of Trustees shall make the final determination regarding the challenged material and shall provide the individual who submitted the request with written notification of the Board's decision and the reasons supporting that decision.
8. A library material that has been formally challenged and reviewed shall not be subject to another formal request for reconsideration or removal for a period of **five (5) years** from the date of the Library Board of Trustees' final determination, except as otherwise required by applicable law.

LIBRARY BOARD OF TRUSTEES REVIEW AND DECISION

The Library Board of Trustees shall review a completed *Request for Reconsideration/Removal of Library Material Form* and the challenged library material in its entirety.

In reviewing a request, the Board shall consider:

- The concerns identified by the individual submitting the request;
- The challenged library material in its entirety;
- The Library's *Collection Development Policy* and applicable selection and removal criteria;
- The material's relevance, condition, continued demand, and contribution to the collection;
- Applicable law, including the **New Jersey Freedom to Read Act**; and
- Other information the Board determines appropriate to the review.

The Board may determine that the material shall:

- Remain in the Library's collection;
- Be removed from the Library's collection; or
- Have its use or access limited in accordance with applicable law and Library policy.

The Board shall provide the individual who submitted the request with written notification of its final determination and the reasons supporting the decision.

Request for Removal/Reconsideration of Library Material Form

Today's Date: _____

INDIVIDUAL WITH A VESTED INTEREST

Name: _____

Street Address: _____

City, State, Zip Code: _____

County: _____

Preferred Phone Number: _____

Preferred Email Address: _____

**An individual with a vested interest is a resident served by the W.H. Walters Free Public Library, including the residents of the municipality or county in which the Library is located. Forms submitted without the required contact information may not be considered. Requests submitted by individuals who do not meet this definition will not be considered.*

LIBRARY MATERIAL BEING CHALLENGED

Author/Creator: _____

Title: _____

Format: _____

Publication/Release Date: _____

REVIEW OF THE MATERIAL

Have you read, viewed, or listened to the entire work?

☐ Yes

☐ No

Requests for reconsideration/removal should be based on the material as a whole. Please read, listen to, or view the entire material before submitting this form.

DESCRIPTION OF THE MATERIAL

What is the material about?

CONCERNS REGARDING THE MATERIAL

What do you find objectionable about the material? Please identify specific passages, pages, chapters, scenes, or other portions of the material that concern you and explain your concerns.

Page Number(s), Chapter(s), or Time Stamp(s):

What action are you requesting that the library take?

- ☐ Retain the material in the collection.
- ☐ Remove the material from the collection.
- ☐ Limit access to the material in accordance with Library policy and applicable law.

Please explain why you believe the requested action is appropriate:

ALTERNATIVE RESOURCES

Are there resources you would suggest the library acquire to provide additional information and/or other viewpoints on this topic?

CERTIFICATION

I have read, listened to, or viewed the material identified above in its entirety and understand that this request will be reviewed in accordance with the W.H. Walters Free Public Library's *Request for Reconsideration/Removal of Library Material Policy* and *Collection Development Policy*.

Signature: _____

Date: _____

SUBMISSION

Once completed, please submit this form to the Library Director at the W.H. Walters Free Public Library. The Library Director will acknowledge receipt of the request and forward the completed request to the Library Board of Trustees for review in accordance with the Library's *Request for Reconsideration/Removal of Library Material Policy*.

CONTACT

Name: W.H. Walters Free Public Library

Email Address: alphapubliclibrary1@outlook.com

Phone Number: (908)454-1445