



Category: Policies and Procedures

Title: Collection Development: Reconsideration of Library Materials

Original Date: February 17, 1999

Revised Date: July 17, 2023

Policy: Collection Development

Procedure: Reconsideration of Library Materials

Policy:

The Albany Carnegie Public Library provides our patrons with the opportunity to request reconsideration of any library material physically held by the library through use of the Request for Reconsideration of Library Materials form (see attached). Only patrons of the library who reside inside the city limits of Albany may request a Reconsideration of Library Materials Form to ensure local interests are focused on. If the Request for Reconsideration of Library Materials form has not been submitted to the Carnegie Public Library within two weeks after the patron receives the form, the issue shall be considered resolved.

For reconsideration a fully completed requests along with the material in question must be forwarded to the Library Director. Any verbal concerns will be acknowledged courteously and without further comment by staff until the material is reviewed critically by the Library Director.

The material being reconsidered shall remain with the Library Director until the reconsideration process has been finalized. The Library Director will use Common Sense Media, Publisher information, Good Reads, and Amazon reviews to help during the reconsideration process and will notify the Library Board of their findings.

If the Library Director feels suitable dispensation of the material in



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question cannot be made by the Library Directors sole discretion alone, the Library Director will meet with the Board to discuss the library's position on the item during the next regularly scheduled meeting. The Board of Trustees may decide either to uphold the reconsideration result or to appoint an ad hoc review committee (consisting of four Board of Trustees members and the Library Director) to formulate a statement about the work with a written recommendation for the Board of Trustees to keep or withdraw the material.

A report will be issued to the patron requesting the reconsideration within sixty (60) days of the initial filing of the reconsideration. The outcome of the reconsideration of library material is final and may not be appealed. Once material has been reconsidered, it may not be subject to reconsideration again. At the end of the Reconsideration of Library Material process the Director will issue a notice of the challenge on the library website along with the final determination of the reconsideration of the library material and will redact any personal information of the challenger.