Chelsea District Library
Policy & Procedure

Policy Section: 3. Collections & Services
Board Approval Date: December 17, 1991
Revised: 10/17/2006, 3/18/2014,
1/18/2022, 3/21/2024,11/17/2026

Subject: 310 Request for Reconsideration of Library Materials or Programs

Background:
The Chelsea District Library (CDL) provides materials and programs to engage, inspire, and equip through evolving high-quality services and resources.

CDL fully endorses the principles documented in the *Library Bill of Rights* and the *Freedom to Read* Statement of the American Library Association. Materials and programs available through CDL present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. CDL also selects a wide variety of library materials and programs that satisfy the diverse interests of our community.

Policy:
CDL upholds the right of the individual to secure its resources and attend programs, even though the content may be controversial, unorthodox, or unacceptable to some. CDL's varied collection and programs are available to all, and it is not expected that all of the collection or programs will appeal to everyone. CDL will not force a patron to use a particular item or attend a particular program, and expects that no patron will deny the right of others access to library items or to attend programs. Parents or guardians are solely responsible for what their children access at the library.

Procedure:
Patrons who wish to request the withdrawal or reclassification of materials currently owned by CDL are encouraged to discuss their concerns with a library manager or its director. Likewise, patrons who wish to express concerns about programs that they believe do not meet CDL's mission are encouraged to discuss their concerns with a library manager or its director. If the patron is not satisfied with the response to their request, the manager or director will provide the patron with information on the reconsideration process and either the *Request for Reconsideration of Materials* form or the *Request for Reconsideration of Library Program* form to initiate a formal request for the reconsideration process.

Due to the time and staff resources required to conduct a complete reconsideration, and to ensure the maintenance of normal CDL business operations, CDL requires that:

- Requests for Reconsideration will be accepted only from residents in the CDL service area.
- One form must be completed for each item being requested for reconsideration.
- Incomplete forms will not be considered.
- An item previously reviewed will not be reconsidered for one calendar year.
- All reconsidered items will be evaluated based on Policy 320 Material Selection.
- Items under reconsideration will remain available in the collection during the reconsideration process.
- When reviewing multiple requests from different sources, materials or programs for

reconsideration will be limited to one item/program per household every sixty (60) days.
- CDL will review one request per month. Additional requests received during that month will be queued for consideration in subsequent months and prioritized based on date received.

Materials that are withdrawn based on the results of Requests for Reconsideration review are donated to the Friends of CDL for their sales. The proceeds from such sales are used for the benefit of the library; items that are not sold will be disposed of at the discretion of the Friends.

Janice L. Carr, Board Secretary

11-17-26
Date