REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS
Autauga-Prattville Public Libraries

The Autauga-Prattville Public Library supports the principles inherent in the First Amendment of the Constitution of the United States.

Please read our Reconsideration of Materials Policy prior to submitting this form.

The completed form, including all required information, should be returned to the Library Director at 254 Doster St. Prattville, AL 36067.

Date _____

Name
_____

Address
_____

City _____ State _____ Zip _____

Email _____ Phone _____

Do you represent: ☐Yourself
☐Organization: _____

Resource on which you are commenting:

Book	Audio
DVD/Blu-Ray	Newspaper
Game	Digital
Magazine	Other (please specify): _____

Have you examined (read/heard/seen) the material thoroughly? ☐ Yes ☐No

Author
_____

Title
_____

Publisher/Producer

_____

What brought this resource to your attention?

_____
_____

Please answer the following questions as fully as possible:

1. If requesting reconsideration of material currently in the library, to what in the work do you object? Be as specific as possible, cite pages, etc.

2. If requesting reconsideration of material removed from the library within the last 30 days, what do you think might be the result of not having access through the library to this work?

3. If requesting reconsideration of material removed from the children's section of the library within the last 30 days, what do you think might be the result of children not having access to this book through the library? Why do you believe the library should be responsible for providing this work?

4. If requesting reconsideration of material removed from the library within the last 30 days, what do you believe is the literary value of this work?

5. For what age group would you recommend this work, if at all?

6. What would you like the library to do with this material?

7. What material with a similar purpose would you suggest as a replacement for this item?

8. Have you read any critical reviews of this work?

Petitioner's Signature Date

Affidavit

I, _____, hereby swear all the above answers are truthful and accurate representations of the material and my opinions thereof. I understand that the penalty for false representations of fact will result in the automatic rejection of my request for reconsideration.

Signed this _____ day of _____, _____.

Notary

Before me comes _____ whose residence is _____, and hereby swears all answers given above are true and accurate representations of their own opinions.

Signed this ___ day of _____, _____.

Notary:

Expiration

Office Use

_____

Received by Director : _____.

Documentation of resolution of complaint:

_____

_____

_____

_____

_____

_____

VII. Collection Development Policy

Collection Development Responsibility

Ultimate responsibility for collection development rests with the Library Director who administers under the authority of the Board of Trustees. The Library Director, in turn, may delegate the authority for selection to the Cataloger who oversees this responsibility and works closely with the Children's Librarian, branch managers, and circulation staff to purchase library materials. All library staff members, including the Library Director, are accountable to the Board of Trustees in matters related to collection development.

Selection Criteria

The library seeks to provide family-friendly content and services that lead to the health and posterity of Autauga County and Prattville residents. Materials that encourage true literacy and the pursuit of good will for one's neighbor shall be prioritized when considering the collection.

The library collection provides the community with access to a wide range of information resources, including books, magazines, newspapers, digital media, and other educational materials for the good of its patrons. This collection, while fostering lifelong learning, literacy, and the pursuit of knowledge across all ages and backgrounds, is thoughtfully curated with consideration for the varying needs and sensibilities of different age groups, including minors

Library staff shall apply professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Relevant factors to be considered by the Library staff shall include, but are not necessarily limited to, the following:

- Anticipated or actual demand for the item
- Community interests
- Community standards
- Strengths and weaknesses of the existing collections
- System-wide availability
- Physical space limitations
- Acquisitions procedures
- Budget constraints, including cost-benefit (the extent to which the cost of acquisition and management of the item is justified by the overall benefit to the community in light of the Library's budget and in comparison to potential alternatives)

Highest selection priority is given to those materials in all formats that have the broadest appeal.

Selection of books or other library material shall be made on the basis of their value of interest, information, accuracy of the information, comprehensiveness, and enduring significance. No book or library material shall be excluded purely because of race, nationality, or political views.

The Library staff shall develop and manage the collection in compliance with the administrative rules of the Alabama Public Library Service to ensure continued eligibility for state aid and to provide a safe space for all patrons, especially children and youth.

To that end, the Library staff shall not purchase or otherwise acquire any material advertised[1] for consumers under the age of 18 which includes obscene or sexually explicit content (as those terms are defined in state or federal law) or which is otherwise deemed inappropriate for children or youth by the Library Director[2] in the exercise of common sense and professional judgment, and in compliance with any applicable laws and any relevant standards, guidance, or policies adopted by the Board of Trustees. No books or materials containing obscene or sexually explicit content, or other content deemed inappropriate for children or youth, shall be located in the children's section.

Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this policy, provided their procurement, possession, distribution, display, and public dissemination would be lawful (without resort to the limited immunity for public libraries from the Alabama Anti-Obscenity Enforcement Act. *See* Ala. Code § 13A-12-200.10).

It is the policy of the Board of Trustees that material that would be criminal for any citizen to procure, possess, distribute, display, or disseminate has no place in a public library just because it is a public library, regardless of whether the library or library staff would be subject to criminal liability therefore. This policy does not (and could not) waive the criminal immunity afforded to library staff by Ala. Code § 13A-12-200.10; however, violation of this policy could subject library staff to disciplinary action, up to and including termination.

Library staff shall affix a warning label prominently on the binding of any book or other material advertised for consumers 18 and older which includes obscene or sexually explicit content or which is otherwise deemed inappropriate for children or youth. Such labeling shall not be required for age-appropriate materials regarding religion, history, biology, or human anatomy, as provided above.

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[1] As used here, "advertised for" means advertised, marketed, targeted, suggested, or recommended for persons under the age of 18 by the author, publisher, or seller of the material.

[2] Or by the Board of Trustees in the case of an appeal of the Director's determination. See Policy XX.

All displays should adhere to the selection criteria, take into account community standards and values, and have advanced approval by the Library Director.

The Library Board of Trustees reserves the right to exercise discretion over all library material, including but not limited to books, movies, artwork, displays, and programming.

Weeding

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual and current; useless materials are to be discarded. The Library Director should consider the selection criteria, space, budget, the frequency of which the book has been checked out, and user needs when deciding how much and how often to weed. The Library Director will decide how to best dispose of discarded materials. The Library Board reserves the right to exercise discretion over weeding of materials.

General criteria for weeding

Materials are candidates for weeding if they are:

Misleading and/or factually inaccurate; worn out beyond mending or rebinding; superseded by a new edition or a better source; trivial (of no discernable literary or scientific merit); irrelevant to the needs and interests of the community; available elsewhere (the material may be easily borrowed from another source); not aligned with the selection criteria.

XX. Reconsideration of Materials

The Autauga-Prattville Public Library supports the principles inherent in the First Amendment of the Constitution of the United States.

Comments from members of the community frequently provide librarians with useful information about interests or needs that may not be adequately met by the Library. The Library welcomes the expression of opinion by patrons on the collection as a whole, parts of the collection or individual items.

Upon receipt of a complaint regarding materials in the library's collection or regarding the removal of materials from the library's collection, brought within 30 days of the removal, the following procedures shall be followed:

1. The patron will be offered a packet of materials that includes the Collection Development Policy, Reconsideration of Materials Policy, and Request for Reconsideration Form. This packet will also be available on the library website.

2. The patron shall submit the Request for Reconsideration form to the Library Director. The patron submitting the request must be a resident of Autauga County or the City of Prattville and have an active library card.

3. Upon receipt of the completed Request for Reconsideration Form, the Library Director will respond to the patron within 48 business hours to acknowledge the reconsideration process has begun.

4. If upon review the Director determines that the request or a substantially similar request has already been processed for reconsideration under these procedures, the Director shall inform the patron and dismiss the request. Repetitive complaints and substantially similar complaints regarding the same material will not be processed.

5. Within 48 business hours of receipt of the Request for Reconsideration Form, the Director will request a review of the material by a Review Committee, as established below. Materials under reconsideration will be held in reserve for reference by the Review Committee and Board of Trustees.

6. The Review Committee will prepare and send to the Director written findings and recommendations once all members have been able to thoroughly review the material within a reasonable time frame. The Director shall not be bound by the recommendation of the Review Committee but shall consider the findings and recommendations in making a final determination on the request. The Director shall notify the Patron of the final determination and the Patron's right to appeal the determination to the Board of Trustees.

7. The Board of Trustees reserves the right to determine the maximum number of materials under review at any point in time on appeal. After receipt of an appeal, the Board of Trustees shall consider the findings and recommendations of the Review Committee and any justification written by the Director in support of his or her final determination, and any other information the Board deems relevant. The Board may, but is not required, to invite and consider public comment.

8. The Board will make a final determination in the matter by the next regular meeting scheduled to be held after receipt of the appeal, but no sooner than 30 days. In acting on the appeal, the Board may resubmit the material to the Review Committee and Director with request for additional review and comment or with specific instructions for further investigation. In its final disposition of the appeal, the Board may do any of the following: (1) reverse or affirm the decision of the Director and issue such directives to library staff as are necessary to carry out the decision of the Board; (2) amend the decision of the Director and uphold the decision as amended; (3) dismiss the appeal and the underlying complaint and request for reconsideration.

9. The Director will immediately send a written response detailing the Board's decision to the patron who submitted the request.

The decision on reconsideration of a specific title will remain in effect for five years, unless otherwise determined by the Board.

Review Committee

The Review Committee is called by the Library Director and approved by the Board of Trustees. The Review Committee consists of three members, preferably consisting of:

- One Library Board Member
- Two Library Staff Members

The Review Committee takes the following steps after receiving the challenged materials:

- Reads, views, or listens to the material thoroughly;
- Confers as a whole with the other members of the Review Committee;
- Checks general acceptance of the material by reading reviews and consulting recommended reading lists from reputable sources;
- Determines the extent to which the material meets the selection criteria
- Prepares a written recommendation of its findings

All completed forms are to be kept on file in the Director's Office indefinitely.