

Lyons Regional Library District
Request for Reconsideration Policy

Patrons are encouraged to speak with staff about their concerns as they pertain to library materials and programs. If the patron would like their particular concern to become a formal request for reconsideration to be addressed by the Library Director, they will be provided with a copy of the Library's Collection Development Policy or the Programming Policy and the Request for Reconsideration form.

The following procedure has been developed to ensure concerns are handled in an attentive and consistent manner.

1. The Library Director will confirm the patron has received and reviewed the relevant policy and answer any questions. If the patron wishes, they will be invited to submit a completed Request for Reconsideration Form for *each* material or program in question in writing to the Director.
2. The completed Request for Reconsideration form will be reviewed by the Library staff who have responsibility for the relevant material selection or program planning and the Director.
 - The resource or program in question will be objectively reviewed to ascertain that the selection or planning criteria and principles stated in the relevant policy were applied in the selection or planning process.
3. The Director or appropriate staff member will make a written response to the requestor by email within fourteen days of the date that the Request for Reconsideration was submitted.
 - The Director will notify the Library Board of Trustees of each Request for Reconsideration.
4. Should the requestor wish to appeal the Director's decision, the appeal should be filed with the Library Board of Trustees by email within fourteen days of receipt of the Director's decision.
 - Such an appeal shall not exceed two pages and should include copies of the original Request for Reconsideration and the Director's written decision.
 - The Library Board will consider the appeal based on whether the Director's decision conforms to the selection or planning criteria.
5. At a public meeting of the Library Board of Trustees, based on the information presented by the requestor and the Director, the Board will vote to uphold or override the decision of the Director.
6. The Board's final decision regarding the resource or program will remain in effect for three years.

Please note:

If an appeal is taken, the Library will not remove items from the collection or cancel a particular program at the request of any individual until a final decision of the Board is made.

Requests for Reconsideration submitted anonymously will not be formally considered.

While the Lyons Regional Library District is pleased to serve those from a wide area, only Requests for Reconsideration from residents within the Library's Service Area will be considered, as those are the specific taxpayers for whom materials are purchased and programs planned.

Approved and Adopted by the Lyons Regional Library District: November 15, 2022