

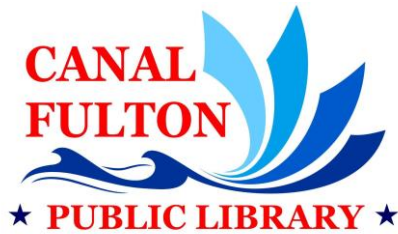
**Request for Reconsideration of Resources
Effective: November 9, 2022**

I. About

- A. The Collection Development Policy outlines the criteria the Canal Fulton Public Library uses when making decisions on what material to add to the collection. Patrons who wish to express their concerns about a library resource may complete and submit a Request for Reconsideration form. The Library will re-evaluate the placement of a specific item in its collection upon submission of a properly completed Request for Reconsideration form.
- B. The Request for Reconsideration form is available at the Information desk or from the Director. Completed forms can be returned to any public service desk.
- C. Patrons who submit a Request for Reconsideration form will receive a written response informing them of the result of their submission.

II. Submission Requirements

- A. Forms will be accepted from adults who are residents of the Library's legal service area. Forms for reconsideration of materials will only be accepted if the patron is an active cardholder and has read, viewed, or listened to the material in its entirety.
- B. Forms must be completed in their entirety, including the date, and the patron's name, address, phone number, library card number, rationale for reconsideration, and requested action.
- C. Forms submitted for materials that have previously been evaluated will be considered only if the ground for reconsideration are substantially different from previous request(s).



III. Review Process

- A. Completed forms are delivered to the Director.
- B. The material under consideration will remain available to patrons during the review process.
- C. The Director, in consultation with the appropriate professional librarians, and Department Manager, will review the Request for Reconsideration form and the material in question to consider whether its selection follows the criteria stated in the relevant Library policy.
- D. The Director will decide on the material in question and inform the patron in writing within thirty days.
- E. Decisions of the Director may be appealed to the Library Board of Trustees within two weeks. Appeals should be emailed to director@canalfultonlibrary.org or mailed to the Canal Fulton Public Library Board of Trustees at 154 Market St. E., Canal Fulton, Ohio 44614.

IV. Appeal Process

- A. The Board of Trustees will review the original request for reconsideration form and the written decision by the Director. The President of the Board of Trustees will respond to the patron in writing within thirty days. Possible responses:
 - 1. Your appeal for reconsideration of materials has been received by the Board of Trustees of the Canal Fulton Public Library. We have reviewed your original form for reconsideration as well as the response from the Director of the Library. The Board of Trustees agrees with the Library's decision.

OR

- 2. Your appeal for reconsideration of materials has been received by the Board of Trustees of the Canal Fulton Public Library. We have reviewed your original form for reconsideration as well as the response from the Director of the Library. The Board of Trustees disagrees with the Library's decision. The material will be removed/relocated.