

Sacramento Public Library Procedure

Procedure Name:	Reconsideration of Materials Procedure		
Related Documents	N/A		
Department:	Collection Services		
Issue Date:	January 27, 2011	Revision Date:	N/A

Procedure

Persons raising an objection to a book or other materials in the library collection will be offered the Request for Reconsideration of Library Resources form and asked to provide a written explanation of their objections, citing specifics from the material in question. The following actions will be taken:

1. A copy of the form and the material in question will be sent to the Collection Management Services Manager.
2. A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within five (5) business days of receipt by the Collection Management Services Manager.
3. A minimum of four (4) Library staff will convene and consider the request, evaluating the material based on content, circulation, awards and reviews, and make a determination about the work.
4. The Collection Management Services Manager will write a response letter to the patron and submit it to the Library Director for review.
5. A letter of determination in response to the Request for Reconsideration shall be provided to the patron within 30 days of submission, during which time the material in question shall remain in the active collection.
6. A copy of all Requests for Reconsideration, and associated correspondence shall be retained.