

## FPL APPENDIX V

### REQUEST FOR RECONSIDERATION

#### Policy 1.2.2 – Reconsideration of Library Material

The term “Library Materials” means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Flint Public Library responds to requests for reconsideration of Library Materials, when made by a current cardholder. This policy section provides a process for a library patron to request reconsideration of Library Materials.

No material shall be removed from the Library's collection or programming calendar until all steps in the following process have been completed.

1. Staff shall provide a patron (“the Requester”) who objects to particular Library materials with contact information for the Executive Director and a copy of the Request for Reconsideration of Library Materials form, with a copy of the Intellectual Freedom and Materials Selections Policies.
2. The Requester is invited to have an initial conversation with the Executive Director, who will attempt to resolve the concern to both the patrons' and Library's satisfaction.
3. Once the completed, signed copy of the Request for Reconsideration is received by the Executive Director, the Executive Director will make a decision regarding the Request for Reconsideration, taking into consideration the Library's Material Selection Policy and any other relevant information to reach a decision. The Executive Director may consult with other staff or consultants when making this decision.
4. The Executive Director shall send the decision as to whether the questioned material is to be removed or retained in writing to the Requester within seventy-five (75) days of the receipt of the Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, all copies of the item will be withdrawn.

If the Requester is not satisfied with the decision of the Executive Director, a written appeal may be submitted within ten (10) business days after receiving the written response to the Flint Public Library Board of Trustees. The Library Board will address the appeal within sixty (60) days of receiving it. The decision of the Board is final.

# Request for Reconsideration of Material

This form can be used under Policy 1.2.2 to request that the Library reconsider Library Materials.

**This Request for Reconsideration relates to a:**

- book, movie, music or other Library Material
- program
- other (explain on form below)

Please answer every question *completely* and return this form to the Library.

Today's Date \_\_\_\_\_

Requestor (Your Name) \_\_\_\_\_

Your FPL Library Card Number \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address (Street, City, State, Zip)  
\_\_\_\_\_

**Complete the entire form then return to:**  
Executive Director  
Flint Public Library  
1026 E. Kearsley St.  
Flint, MI 48503  
[director@fpl.info](mailto:director@fpl.info)  
810-249-2038

**REQUEST FOR RECONSIDERATION OF MATERIAL FORM p2**

**BOOK, MOVIE, MUSIC OR OTHER LIBRARY MATERIAL:**

Title: \_\_\_\_\_

Author/Performer: \_\_\_\_\_

Format (book, audiobook, DVD, CD, other): \_\_\_\_\_

1. Did you read, view or listen to the material in its entirety?

Yes ( ) No ( )

2. What is your objection to this work and why?

(Please be specific, include page numbers if applicable, song title, etc.)

3. What do you think is the major theme or intent of this work?

4. Would anyone else for any reason find value or merit in this work?

Yes ( ) No ( ) Why?

5. What might be the result of being exposed to this material?

6. What specifically do you want the Library to do with this item?

**REQUEST FOR RECONSIDERATION OF MATERIAL FORM p3**

**LIBRARY PROGRAM:**

Note that the Library lends meeting space, display space and exhibit space on an equitable basis to individuals and groups. This is not an endorsement by the Library of the activities or views of the individuals or groups using the space.

Title of Activity: \_\_\_\_\_

Planned Date(s): \_\_\_\_\_

Description of activity:

1. What is your objection to this activity and why?

3. What do you think is the major theme or intent of this activity?

4. Would anyone else for any reason find value or merit in this activity?  
Yes ( ) No ( ) Why?

5. What might be the result of being exposed to this activity?

6. What specifically do you want the Library to do about this activity?