#### Appendix K

#### Patron Request for Reconsideration of Library Resources

### **Policy and Procedures**

The Bozeman Public Library welcomes comments and suggestions regarding the continued appropriateness of resources, including print, audio visual, and electronic, in the collection. Suggestions will be considered and utilized by the Library in the ongoing process of collection development. The Library strives to provide resources in all formats and on all subjects in order to fill the needs of a diverse population. The choice of library resources by users is an individual matter. While any user is free to reject resources for personal use, that user cannot restrict the freedom of others to read or access information in the Library.

Individuals may take issue with library resources that do not support their tastes and views. Professional staff is available to discuss concerns and identify alternate resources that may be available. The patron may be referred to the Library director if desired. If a patron's concern is not satisfied through discussion with staff, a formal and written Request for Reconsideration of resources may be submitted to the Library Director. Copies of this form are available at the Information Desk, the Children's Desk and the Director's office.

The following procedure will be followed in regard to the objection:

- 1. The Request for Reconsideration form will be reviewed by a committee consisting of the Library Director and appropriate professional staff members who will examine the item in question in detail and will research professional reviews and other resources. The committee will develop a recommendation in response to the Request for Reconsideration form. The patron will be informed of this recommendation in writing by mail within thirty days from the time the Request for Reconsideration form is received.
- 2. If the objection is not resolved in step 1 and the patron wishes, the *Request for Reconsideration* will be scheduled on the agenda at a regular meeting of the Library Board of Trustees. The patron may personally attend if he/she wishes. The decision of the Library Board of Trustees will be final and will be conveyed to the patron in writing.

## Appendix K

# Request for Reconsideration of Library Resources (print, audiovisual and electronic)

ECTION:	
	n(s) do you have to the resource?
	s of the resource are objectionable to you, please specify those porti
What action or	n this resource is requested?
What action or	
What action or	
What action or	*
What action or	*
What action or  What resources	(s) offering equal information would you recommend?
What resource	(s) offering equal information would you recommend?  Please use additional pages as necessary.