



## MATERIALS RECONSIDERATION REQUEST POLICY

The following steps will be used when a Stoughton resident or Stoughton Public Library patron expresses concerns about an item in the Stoughton Public Library collections. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with informal discussions with library staff will be offered a packet of materials that includes the library's mission statement, Library Bill of Rights, library's Materials Selection policy, and a Reconsideration form.
2. Patrons must complete and submit a Reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question to consider whether its selection follows the criteria stated in the Selection policy.
4. Within 15 business days, the director will make a decision and send a written response to the person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted to the Board of Trustees within 10 business days.
6. The board will meet to address the request within 30 business days of receiving the written appeal, and the individual making the appeal will be notified in advance when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.