

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Procedure for Reconsideration of Material

The Request

Any person at least eighteen (18) years of age, a registered patron of the library and a resident of the Knoxville School District may question the inclusion or exclusion of materials in the library collection by submitting a "Request for Reconsideration of Library Materials" form. Materials will remain in circulation during the reconsideration process.

- This form must be completed in full, signed by the person challenging the material, and forwarded to the Library Director for review.
- The person must have read, viewed, or listened to the material in its entirety.

The Library Response

- The Library Director shall promptly notify the Board of Trustees.
- The Board of Trustees will then call together a Reconsideration Committee to review the material in question.

The Reconsideration Committee

The Reconsideration Committee should consist of a staff member selected by the Board, a registered patron of the Knoxville Public Library who resides within the library's district, and one member of the Board of Trustees.

The committee, with input from the staff, the person making the appeal, and/or other interested parties, will undertake the following:

- Read, view, or listen to the material in question in its entirety
- Review the selection process and criteria for selection.
- Check Reviews and Recommended lists to determine recommendations by experts and critics
- Meet to discuss the material in question.
- Make a recommendation for retention, removal, or replacement.

The Board of Trustees, the Library Director and the person making the appeal, will be notified of the recommendation of the Reconsideration Committee. If the person making the appeal or the Library Director is not satisfied with the Reconsideration Committee's finding, within fourteen (14) days of the decision by the Reconsideration Committee, such party may file, with the Board of Trustees, a written notice of the appeal containing such person's objections, and the copy of the "Request for Reconsideration of Library Materials." The decision of the Board of Trustees will be final.

The material in question will not be reconsidered again until at least five years have elapsed from the final decision of any prior reconsideration.

Approved by the Board – April 18, 2023

REQUEST FOR RECONSIDERATION OF MATERIAL FORM

AUTHOR: _____

TITLE: _____

PUBLISHER: (If known) _____

1. Do you meet the requirements listed in the library's policy to submit a request for reconsideration of material? (*At least eighteen (18) years of age, registered patron of the library, resident of Knoxville School District*) Yes No

2. [How was this material brought to your attention?](#)

2.3. [What objections do you have to the material?](#)

3.4. Did you read, see, or hear the entire material? _____ If not, what parts?
The person submitting this request must have read, viewed, or listened to the material in its entirety.

4.5. What do you feel might be the result of reading, seeing, or listening to this material? Did it have this effect on you?

5.6. What reviews of this material have you read?

6.7. In your opinion, is there anything good about this material, any redeeming quality?

7.8. What do you believe is the theme, the central tenet, of this material?

8.9. What would you like the library to do about this material?

10. [Comments: \(Use back or additional sheets if necessary.\)](#)

Date: _____ Signature: _____

Telephone: _____ Address: _____

Complainant Represents: Himself _____ Herself _____ Other _____

This form must be completed in full and signed by the person challenging the material.

[Please return to Library Director, Knoxville Public Library, Knoxville, IA 50138](#)