

***Piscataway Public Library***  
***Reconsideration of Library Materials Procedure***

The Board of Trustees of the Piscataway Public Library has established a Collection Development Policy and has delegated the responsibility for the selection of library resources to the director and qualified staff. The Board of Trustees has established this reconsideration procedure to address concerns about library materials.

An individual who would like to express concern about an item in the Library's collection should discuss their concern with a librarian on duty. The librarian will explain that the Library has a broad range of materials that are selected and retained according to the Collection Development Policy. The librarian will offer to assist with finding alternate materials to meet the needs and interests of the individual and/or their family members. The librarian will document the conversation and notify the library director.

1. The Library will accept formal requests for reconsideration from Piscataway residents.
2. Individuals making a formal request for reconsideration will be given a packet of materials that includes the Library's Mission Statement, Collection Development Policy, the American Library Association Library Bill of Rights and Freedom to Read statement, and the Request for Reconsideration of Library Resource Form.
3. For the duration of this process, the material in question will remain in circulation in the library collection.
4. Individuals are required to complete, sign, and submit a reconsideration form to the library director.
5. The director, with appropriate professional staff, will review the reconsideration form and the material.
6. The director will make a decision and send a written response.
7. If the individual is not satisfied with the decision, a written appeal may be submitted to the Board of Trustees.
8. If the Board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
9. The Board of Trustees reserves the right to limit the length of public comments.
10. The decision of the Board is final.

*Approved by the Library Board of Trustees on March 14, 2022*

## Request for Reconsideration of Library Resource Form

Individuals who wish to request reconsideration of a resource may return a completed copy of this form to:

**Director, Piscataway Public Library, 500 Hoes Lane, Piscataway, NJ 08854**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent an organization? ☐ Yes ☐ No

If Yes, name of organization \_\_\_\_\_

Resource on which you are commenting: ☐ Book or E-book ☐ Movie  
☐ Magazine/Newspaper ☐ Audio Recording ☐ Digital Resource ☐ Other

If Other, please specify \_\_\_\_\_

Title \_\_\_\_\_

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

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Have you examined the entire resource? ☐ Yes ☐ No

If No, what sections did you review? \_\_\_\_\_

What concerns you about the resource? \_\_\_\_\_

\_\_\_\_\_

Are there resource(s) that you suggest that provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

\_\_\_\_\_

What action are you requesting the Library consider? \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_