The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with the library Director. If that conversation does not satisfy them, staff member should give the patron the option to fill out a "Request for Reconsideration" form.

**Request Eligibility**

* Only individuals who reside in Clark County are eligible to submit a written request for reconsideration to the library director by completing a “Request for Reconsideration Form”.
* Anonymous or incomplete requests will not be accepted.
* A separate Request for Reconsideration Form must be submitted for each library material, library resources, program, exhibition or display.
* Requests must be given to library staff during normal business hours.

**Request Review Process and Resolution**

Upon receipt of a valid Request for Reconsideration Form, the library director will appoint a Book Review Committee consisting of the Library Director, a Library Board member and a community member. The committee will review the request and consider whether its selection follows the criteria stated in the Collection Development Policy. The director will contact the individual to acknowledge receipt of the form and to discuss the request. Library materials, resources, programs, exhibitions or displays under consideration will not be removed or cancelled during the process.

After its evaluation, the director will write a recommendation in response to the request. The library director will mail a letter with the response within 30 business days of the date the request is received.

If the individual is not satisfied with the decision, a written appeal may be submitted to the director within 10 business days that will be forwarded to the Greenwood Area Library Board. The appeal will be made an actionable Agenda item at the next Library Board Meeting. The individual will be notified of when and where the meeting will be held. The library board will discuss the recommendation during an open session meeting\* and issue a final recommendation in response to the request. The library board’s decision regarding the request is final.

\*Please note that the Request for Reconsideration Form will become public record at this time.

Board Approved 10/10/24