

Collection Development

03.03.05 Request for Reconsideration of Library ResourcesMaterials

The public has the right to access a range of ideas and experiences through the library. In compliance with CRS 24-90-122, PCCLD provides resources for the interest, information and enlightenment of the community and strives to present diverse points of view. Individuals may disagree with resourcesmaterials that do not support their own views or values ~~on a subject~~ or that are not compatible with their beliefs. Library staff is available to identify alternate resourcesmaterials that may be available. A formal, written request for reconsideration of library resourcesmaterials may be submitted to the Executive Director. These forms are available at each library location and on PCCLD's website. To make a request for reconsideration, the individual making the request must reside in PCCLD's legal service area, which is Pueblo County.

PCCLD is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged resourcesmaterial will be removed or altered based solely on a complaint of obscenity or any other category covered by law unless a local court of competent jurisdiction has entered an order requiring its removal or alteration. No resourcesmaterial will be knowingly offered at the library ~~added to the library collection~~ that ~~have~~has previously been determined to be in noncompliance with the law.

PCCLD shall not exclude library resources because of the ethnic origin, ethnic background or gender identity of those contributing to the creation of the resources, nor because of the topic addressed by or the opinions expressed in the library resource. PCCLD shall not proscribe or prohibit access to library resources because of partisan or doctrinal disapproval of the library resource.

The Executive Director and other library staff consider each formal request in terms of the criteria outlined in PCCLD's policiesMaterial Selection Policy, principles of the ALA Library Bill of Rights and related statements, and other appropriate sources. The Executive Director will respond in a timely manner in writing to a customer's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. A written request for reconsideration of library resources is an open record under the Colorado Open Records Act. These requests and the determination regarding requests for reconsideration shall be made available to the public on PCCLD's website. Library resources~~An item~~ will be evaluated for reconsideration only once in a ~~12-month~~two-year period.

See Also: 03.03.02 *Material Selection*
 03.05.03 *Exhibits and Displays*
 03.07.01 *Library Programs and Events*

Collection Development

03.03.05.P1 Request for Reconsideration of Library Resources~~Materials~~ Procedure

PCCLD ~~accepts~~~~hears~~ and considers inquiries from customers about library resources~~materials~~~~in the collection or about the absence of materials from it.~~ Library Resources are not automatically removed, ~~or added~~ or altered in response to customer inquiries. The Library's policies~~Collection Development policy~~ supports free and open access to information and ideas as stated in CRS 24-90-122, the "Library Bill of Rights" and its interpretations, and the "Freedom to Read," "Freedom to View," and "Intellectual Freedom" statements of the American Library Association.

The following procedures shall be followed in considering objections about ~~Library materials:~~ library resources:

Library Resources~~Material in the Collection~~

1. Upon receipt of an objection from a customer about library resources~~material in the collection~~, staff shall provide the customer with the "Request for Reconsideration of Library Resources~~Material~~" form and explain the importance of it being filled in completely. This form is also available on PCCLD's website on the 'Policies' page.
- a. The staff member should be courteous and understanding, but not defensive.
- b. Recognize that the objection is about the resource~~material~~ in question and/or about the Library's decision to include it; it is not personal.
2. Explain the reconsideration procedure to the customer.
3. Avoid discussing the content, merit or appropriateness of the resource~~item~~ in question.
4. Route ~~Pass~~ the form ~~along~~ without delay to the Executive Director, ~~in accordance with the procedure.~~

Complaint Procedure

~~PCCLD~~~~The library~~ considers customer objections to library resources~~material in its collection~~ only when the objections are submitted in writing. The "Request for Reconsideration of Library Resources~~Material~~" form may be used for this purpose.

When the customer completes the form, ~~the item and the form are~~ it is sent to the PCCLD Executive Director. The Executive Director will assign a committee of librarians and library staff to review the resource, survey peer libraries, and conduct research to determine the appropriateness of the library resource in question. ~~material and professional reviews of the item.~~

After reviewing the resource~~material~~, the committee shall decide on a recommendation as to whether or not the resource ~~title~~ is to be retained, ~~altered or removed from the library in the collection.~~ This recommendation ~~and the item~~ shall be forwarded to the Executive Director with any supporting materials, ~~and reviews~~ and research collected. Meanwhile, the library resource ~~all other copies of the title~~ shall remain ~~in the collection and available to the for public use, subject only to routine controls normally placed on that material.~~

The Executive Director shall review the committee recommendation and agree or disagree. The final decision as to the merit of the complaint shall remain with the Executive Director. The Executive Director shall then write a letter to the customer stating the Library's response to the customer's inquiry and explaining the action taken. A copy of the letter shall be kept in the Executive Director's Office for future reference. As library liaison, the Executive Director shall inform the Library Board of Trustees of the complaint and resulting decision. The reconsideration request shall be posted to the library website where it will remain accessible to the public for 2 years. This review process will be completed in a timely manner.

Material Absent from the Collection

See PCCLD's [03.03.02.P1](#) *Material Request Procedure*.

See Also [03.03.05](#) *Request for Reconsideration of Materials*
 [03.03.05.F1](#) *Request for Reconsideration of Materials Form*

CUSTOMER SERVICE – Collection Development
Request for Reconsideration of Materials Procedure

Revised 06-27-2024
Effective: 02-08-2010
03.03.05.P1

03.03.05 F1 Request for Reconsideration of Library Resources Form

Please complete this form which will be used by a review committee appointed by the Executive Director of the Pueblo City-County Library District. After the Executive Director ~~committee~~ makes a recommendation regarding your request, you will be notified in writing of the library's decision. Please note that the individual making the request must reside in Pueblo County and a resource shall not be reconsidered more than once every two years. This request is an open record under the Colorado Open Records Act and shall be made available to the public via the library website.

Patron Information

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____ Telephone: _____

Email Address: _____

Representing: Self Name of organization/group: _____

Library Resource

Circulating Item (book, DVD, magazine, etc.)

Title: _____

Author: _____

Publisher: _____ Date Published: _____

Did you read/listen to/watch the entire item? _____ If not, what part(s)? _____

Library Program

Title: _____

Presenter: _____

Library Location: _____

Did you attend the program? _____

Library Exhibit or Display

Title: _____

Creator/Artist (if known): _____

Library Location: _____

Did you view the exhibit or display?

What do you believe is the subject of this library resource~~item~~? _____

To what ~~in the material~~ do you object? (Please be specific) _____

What are your recommendations concerning this library resource~~the material~~? _____

Customer Signature

Date

Note: Send original to the Executive Director