



# ***East Rockaway Public Library***

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477 Atlantic Avenue • East Rockaway, NY 11518 • 516-599-1664 •  
[eastrockawaylibrary.org](http://eastrockawaylibrary.org)

## **East Rockaway Public Library Request for Materials Reconsideration Policy**

A singular obligation of the public library is to reflect within its collection differing points of view. The East Rockaway Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Management and Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the Request for Reconsideration of Library Material form. Only East Rockaway Public Library patrons may submit a Request for Reconsideration of Library Materials form, and they must read or watch the material in its entirety.

The director will acknowledge the receipt of the Request for Reconsideration form in either email or physical mail, depending on the patron's preference (via the form), and give the patron a window of time where they can expect a decision for the request. By the end of the window, the Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration.

The Director will inform the Board of Trustees of the reconsideration and disposition of library materials. Until such an examination has taken place, and a decision reached, no removal or restriction of the item in question will take place.

In the event that the person who initiated the request is not satisfied with the decision of the Director, they may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the East Rockaway Public Library.

Once the decision has been made, the same title cannot be challenged again for 5 years.

Policy created 5/23/2022 by H. Massa and adopted by the East Rockaway Library Board on February 28, 2023

## East Rockaway Public Library Request for Reconsideration of Library Material

Complete this form in its entirety and submit to the Director for consideration. Please be specific in your answers – you may use additional paper if more space is required. Until a decision has been reached, no removal or restriction of the item in question will take place. You must have an East Rockaway Public Library card in good standing to ask for reconsideration of a library material. You must read or watch the material in question in its entirety.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Library Card Barcode \_\_\_\_\_

Are you representing (check one)  Yourself?  An organization?

Material for Reconsideration:

Author \_\_\_\_\_

Title \_\_\_\_\_

Type of Material \_\_\_\_\_

I testify that I have read/watched this material in its entirety.

What do you believe is the purpose of this material?

\_\_\_\_\_

What is your objection to this material? Please be specific and provide page numbers/citations from the text.

\_\_\_\_\_

\_\_\_\_\_

Who do you think is the intended audience for this material?

\_\_\_\_\_

What action are you requesting the library to take about the material?

\_\_\_\_\_

What material on this subject do you think would be appropriate to take the place of this item in our library collection?

\_\_\_\_\_

\_\_\_\_\_

Signature of Patron \_\_\_\_\_

Date \_\_\_\_\_ Received by Staff Member \_\_\_\_\_