PROCEDURES FOR RECONSIDERATION OF MATERIALS

Any Acadia Parish Library cardholder may request that an item in the library's collections be reviewed for appropriateness. We value your opinion. Please complete this form indicating the nature of your concern. If your concerns relate to other library services, please indicate in the appropriate space.

The procedure for reconsideration of material is as follows:

1. The patron seeking reconsideration of a work receives a copy of the Acadia Parish Library Materials Selection Policy, the Library Bill of Rights and a Request for Reconsideration of Library Materials form. These are available at all circulation desks.
2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
3. The patron may submit the Request for Reconsideration of Material form at any Acadia Parish Library circulation desk. The patron will receive a letter acknowledging receipt of the Request for Reconsideration form by the library and advising that a written response to the Request will be sent within 28 days.
4. The form is routed to the Assistant Director who will assign a librarian to review and research the request. The librarian will present a recommendation to the Assistant Director, Library Director and Library Board of Control.
5. The patron will be notified of the date and time that the material in question will be discussed at a Library Board of Control meeting.
6. The Library Board of Control shall vote on the reconsideration of the material.
7. The Library Board's decision will be mailed to the patron within 28 days of the original request.

Request for Reconsideration of Library Materials

The Acadia Parish Library selects material with great care, using established criteria and giving full consideration to the varying age groups as well as differing education and cultural backgrounds of patrons the Library serves.

Patrons who would like the Library to reconsider a title's place in the collection are required to complete the attached form.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please read the Library Bill of Rights, Acadia Parish Library's Materials Selection Policy, and the Procedures for Reconsideration of Library Materials before filling out this form.	
Name (Please Print):	Date:
Do You Represent: ------ Yourself ------ Name of Organization/Group_____	Address: Phone Number: Library Card Number:
Type of Resource on which you're commenting (circle one): Book Magazine Film Audiobook Music Other (specify)	
Title:	
Author/Producer:	
What brought this title to your attention?	
To what do you object?	
What do you feel might be the result of using this material?	
For which age group would you recommend it?	
Is there anything good about it?	
Did you read (or view or listen to) the entire contents of the resource?	
Are you aware of the resource's theme?	
What action would you like the library to take?	
Please comment on the resource as a whole, as well as the specific matters that concern you. (Use the back of this form if necessary).	
Optional: Which resource do you suggest as an alternative to provide additional information on this topic?	
Signature:	Date:

Approved by Library Board of Control on December 8, 2022.

1125 N. Parkerson Ave Crowley, LA 70526 Phone: 337-788-1880 Fax: 337-788-3759

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019; inclusion of "age" reaffirmed January 23, 1996.

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