Cortez Public Library Reconsideration of Library Material Policy

Use of library materials by patrons is an individual matter. While patrons may reject materials and resources for themselves and for juvenile members of their family, they cannot exercise censorship in an attempt to restrict access to materials and resources by others. Because a diversity of materials and resources may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to view the item in question in its entirety and fill out the attached written form, "Request for Reconsideration of Library Material or Resource," which should be submitted to the Library Director. Cortez Public Library (CPL) will not consider Requests for Reconsideration that seek to ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.

CPL will not accept Requests for Reconsideration from patrons who reside outside of Cortez or who do not have a Cortez Public Library card. Patrons wishing for an exception to the residency requirement may submit a written petition to the Library Director. The patron should explain why they have a vested interest in CPL and the community it serves. The Library Director has sole discretion to grant an exception to the residency requirement. Patrons may not have more than three active Requests for Reconsideration at one time.

The Library Director and one other professional librarian will review the Request for Reconsideration and evaluate the item in question using the principles in the library's Collection Development Policy. Until that review occurs and a decision is reached, no change or restriction to the material shall take place. The Library Director will notify the patron who submitted the Request for Reconsideration of the decision in writing within 45 days of receiving the completed Request for Reconsideration form.

In the event that the patron is not satisfied with the Library Director's decision, the patron may submit a written appeal to the Library Advisory Board within 15 business days of receiving the Library Director's written decision. The patron may request to appear before the Library Advisory Board at the next regularly scheduled meeting, subject to notice timeline requirements of the Open Meeting Law. The Library Advisory Board will provide the patron with up to ten minutes to present their concerns at the regularly scheduled meeting. The Library Advisory Board will take the matter under advisement and will render its final recommendation to the Library Director as soon as practicable. Following the Library Advisory Board's recommendation, the Library Director will render the final decision. The patron will be notified of the decision and the decision will be entered in the Library Advisory Board minutes.

The decision of the Library Director is final and CPL will not entertain Requests for Reconsideration relative to the same complaint for three years following the initial Request for Reconsideration.

All reconsideration requests will be reported to the Colorado Department of Education, the American Library Association's Office for Intellectual Freedom and the Colorado Association of Library's Intellectual Freedom Committee.

Cortez Public Library Request for Reconsideration of Library Material

Cortez Public Library (CPL) considers customer input to be a valuable part of collection development to be used along with the Collection Development Policy. Individuals may request reconsideration of a library material by submitting this Request for Reconsideration Form. CPL will not consider Requests for Reconsideration that seek to ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.

Please fill out the following fields completely after viewing the library material in its entirety. **Unsigned, illegible, or incomplete requests will not be considered.**

Privacy Notice: Data provided on this Request for Reconsideration, including data about the requester, is considered public data according to Colorado state statute SB24-216 and may be disclosed to third parties.

Request initiated by _____ Email _____
Street address _____
City _____ State _____ Zip _____ Telephone _____
Are you a resident of Cortez or a Cortez Public Library cardholder?

- ☐ Yes
- ☐ No

I represent

- ☐ Myself
- ☐ Organization/group (please specify)_____

What is your comment in regard to?

- ☐ Printed material
- ☐ Gap in materials or resources
- ☐ Video/audio recording
- ☐ Other (please specify) _____

Title _____
Author/Producer (if known) _____
What brought this issue to your attention? _____
Did you read, watch, or review the entire resource or material?

- ☐ Yes
- ☐ No

If not, which sections? _____

Explain your understanding of the intent or purpose of the material (to educate, to entertain, etc.) and for what audience it was created. You may attach an additional sheet if needed.

_____

What concerns you about the material? How will the material affect the Cortez community? Be specific – include citations, quotes, and page numbers or time stamps specific to the library's exact copy of the material. You may attach an additional sheet if needed.

_____

_____

What action are you requesting Cortez Public Library consider?

- ☐ Relocation
- ☐ Removal
- ☐ Purchase a title previously denied for purchase
- ☐ Other _____

☐ I have read Cortez Public Library's Request for Reconsideration of Library Material and Collection Development Policies and the supporting documents referenced in those Policies.

Requestor signature _____ Date _____

CORTEZ PUBLIC LIBRARY STAFF USE ONLY

Name of staff receiving initial complaint _____

Date reconsideration form was given to patron _____

Name of staff completed form delivered to _____

Date completed form was delivered to building _____

FORWARD COMPLETED FORM TO LIBRARY DIRECTOR IMMEDIATELY

Library Director: Please indicate dates Request for Reconsideration was reported to

Colorado Department of Education: _____

American Library Association's Office for Intellectual Freedom: _____
Colorado Association of Libraries' Intellectual Freedom Committee: _____