

## **Ellsworth Public Library**

### **Reconsideration of Materials Policy**

It is the policy of the Ellsworth Public Library to acknowledge and respond to concerns regarding the subject matter of their materials and resources in consultation with the General Collections Development Policy.

If any library material or resource is challenged, the following procedures will be followed:

1. The complainant will be invited to fill out and sign the *Request for Reconsideration of Materials* form (See attached)
2. The complainant will be invited to express concerns regarding the material or resource to the Library Director.
3. The Library Director or designee will report the challenge to the American Library Association's Office of Intellectual Freedom.
4. The challenged material or resource will be read, viewed, or listened to in its entirety by the Library Administration. The Library Administration will then respond to the complainant regarding the material within thirty (30) business days and will make a report to the Board of Trustees.
5. If the complainant so requests, the challenged material will be put on the agenda for a public hearing at the next meeting of the Ellsworth Public Library Board of Trustees.
6. The complainant may appeal the decision of the Ellsworth Public Library Board of Trustees by turning the matter over to the Maine Library Association Committee on Intellectual Freedom.

All challenged Ellsworth Public Library materials and resources will be evaluated to ensure they are in compliance with the Ellsworth Public Library General Collections Policy. It is not the purpose of the Library Administration, Staff, or Board of Trustees to censor access to materials or resources based on personal taste and preference or to aid an individual engaged in censorship pursuits.

Adopted by the Board of Trustees on April 21, 2014

Approved with changes by the Board of Trustees on April 18, 2023

## Ellsworth Public Library

### Request for Reconsideration of Materials Form

Date: \_\_\_\_\_

Author of work: \_\_\_\_\_ Library item barcode: \_\_\_\_\_

Title of work: \_\_\_\_\_

Complainant name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Preferred method of contact: phone  email  Complainant patron barcode: \_\_\_\_\_

Do you represent yourself in this complaint? Yes  No  Name of represented \_\_\_\_\_

Did you read, view, or listen to the work in its entirety? Yes  No  If No, parts: \_\_\_\_\_

What about the material or resource is objectionable? (Please cite page numbers, minutes, or URLs as applicable.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What aspects of the material or resource were not objectionable? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What age group do you feel this material is appropriate for? \_\_\_\_\_

How would you like this concern to be resolved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In its place, what items of equal quality, form, and merit would be recommended to convey an appropriate perspective of the topic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed) \_\_\_\_\_

Received at the library by \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Board of Trustees on April 21, 2014

Form reviewed with no changes by the Board of Trustees on November 29, 2017