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lincolnlibrary.info
Gwen Harrison, Director

Collection Development Policy

Appendix A: Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. Lincoln Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by guests, but will be governed by the library's mission, its Collection Development Policy, and principles of intellectual freedom in making additions to or deleting items from the collection.

Individuals who request the reconsideration of library materials will be asked to put their request in writing and sign the "Request for Reconsideration of Library Materials" form. Each section of the form must be completed in full. Incomplete forms will not be reviewed.

Upon receipt of a completed, formal written request, the Director will review the reconsideration request along with the librarian(s) responsible for the subject area of the item in question (if applicable) and the appropriate department manager. The Library Director will communicate the group's decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Library Director will inform the Lincoln Library Board of Trustees of all requests for reconsideration of library materials and their disposition.

Request for Reconsideration of Library Materials

I. Item Information:

- Title _____
- Author/Artist _____
- Publisher and Date _____
- Item Type:
 - Book
 - Music CD
 - DVD
 - Periodical
 - Other _____

II. Reconsideration Information:

- Please indicate specifically the nature of your objection about this item (cite pages or other details). Further pages may be attached.

- Have you read/viewed/listened to the entire work?
 - Yes
 - No
- If No, please specify which portions you read/viewed/listened to:

- Please state specifically what you believe to be the primary harm which might occur from this item.

- What are the positive points of this material?

- What action would you like the library to take regarding this work?

- Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

- Have you read the Lincoln Library Collection Development Policy?

Yes

No

III. Request initiated by (please print):

Name _____

Address _____

City _____ State _____

Zip _____

Phone Number _____

E-mail Address _____

Do you represent:

Self

Organization/Group: _____

IV. Acknowledgement:

Date _____

Signature _____

