



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Reconsideration of Materials Policy

Reconsideration of Materials

The choice of library materials is an individual decision. While a person may reject titles for themselves or their minor children, they cannot exercise censorship or restrict access to materials for others. Recognizing that a diverse collection of materials may result in some complaints, the following procedures have been developed to ensure that complaints from residents residing within the physical boundaries of the Winnetka-Northfield Public Library District (the “District”) (hereinafter, each a “Complainant”) are handled in a timely and consistent manner.

- 1) The Complainant will be referred to the Manager of the Department in which the material is located or, in the event they are unavailable, to the Librarian in charge, who will discuss the item with the Complainant in relation to the Library’s [Collection Development Policy](#) and the American Library Association’s [Library Bill of Rights](#).
- 2) If the complaint is unresolved, the Complainant will be asked to complete the Request for Reconsideration of Materials Form and submit it to the Library Director (the “Director”). The Director will then form a committee comprised of the Director, the Manager of the Department in which the item resides, and the President of the Library Board of Trustees (the “Board”). The committee will review the item and provide a written response to the Complainant once a decision has been reached. The material will remain in the collection while the committee is conducting their review.
- 3) If the complaint is still unresolved, the Complainant may appeal the decision to the full Board, who will consider the matter at their next regularly scheduled Board meeting and provide a written response to the patron once a decision has been reached. The material will remain in the collection while the Board is considering the matter. The Board’s decision is final, and no further appeals may be made.



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Request for Reconsideration of Materials Form

First Name _____ Last Name _____

Email Address _____

Street Address _____

City _____ State and Zip Code _____

What is the title, author, and format of the material you are commenting on?

Title _____ Author _____

Format (book, audiobook, DVD, etc.) _____

I read, listened to, or viewed this title in its entirety: Yes No

I read the Library's [Collection Development Policy](#): Yes No

In your view, the topic or theme of the title is:

Your objection to the title is: (Please be specific and cite pages where appropriate.)

How did the title come to your attention? _____

Other titles you recommend to provide additional points of view on this topic:

