



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,

Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The library welcomes feedback on the collection from the public. Any resident of Coos Bay's regular service area with a concern about an item in the library's collection will be immediately referred to the Library Director or, in the absence of the Library Director, to the Deputy Library Director. If, after speaking with the Director or Deputy Library Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- The patron will be provided with a copy of the Coos Bay Library's Collection Management Policy, including the Request for Reconsideration of Library Materials form.
- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety.
- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
- The Library Director will review the form and decide to include or remove of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
- The patron may appeal the Library Director's decision to the Library Board within two months of receiving the Director's reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Management Policy.
- Once the Library Board of Trustees has taken formal action on a Request for Reconsideration of Library Materials, no further complaints will be considered by the Board for the same title.