

Alpena County George N. Fletcher Public Library- Reconsideration of Library Materials Procedures

The Alpena County George N. Fletcher Public Library (ACL) establishes the following procedures to request reconsideration of Library Materials in a fair, transparent, and timely manner in compliance with relevant federal and state law.

The Library Director can discuss questions or concerns with anyone in the community at any time without the need to initiate the formal process.

Reconsideration of Library Materials Formal Process Steps

For the reconsideration of any library materials, the requestor must have a valid ACL library card.

1. Discuss the reconsideration of material with the Library Director.

- a. The Director will meet with the requestor to discuss the reconsideration of the material and provide a packet including;
 - i. Reconsideration of Library Materials (RLM) form
 - ii. Collection Development Policy
 - iii. Other information deemed pertinent by the Library Director.
- b. If the reconsideration is not resolved to the patron's satisfaction, the patron may submit a RLM Form.
 - i. The person must fill out the RLM form including name, address and date submitted.
 - ii. The RLM form must be returned to the Library Director whereupon it will be added to the Reconsideration Tracking Log.
- c. The Library Director will respond to the requestor via email and US Postal Mail within 30 days.
 - i. If needed, the Library Director will notify the requestor of a good-faith estimate of the timeline to ensure due diligence is completed. A written response will be made after that time.

2. Reconsideration Appeal

- a. If the patron is not satisfied with the Library Director's response, and would like to appeal the decision, they must complete and submit to the library a Reconsideration Appeal Form. The board's responsibility is to ensure policy was adhered to and clarify any difference of opinion between the director and requestor. The Reconsideration Appeal Form will be forwarded to the Board President within 7 days of the date on the Reconsideration Appeal Form.
- b.
 - i. Board's responsibility to determine if the policy was adhered to.
- c.
 - ii. Board's responsibility to review differences of opinion between the Director

- and the requestor.
- d. The patron has 30 days from the date the patron receives the Library Director's decision to present an appeal to the Board.
 - i. If the patron would like to make a verbal appeal to the board, in addition to the written Reconsideration Appeal Form, they can contact the Library Director and/or Board President to be added to the next regularly scheduled board meeting agenda.
 - ii. A 30 day extension may be requested by communicating with the Library Director via email or phone.
 - e. The Board President will ensure the request is scheduled for the next earliest possible Board meeting.
 - f. The President of the Board will respond to the patron with the Board's decision, in writing, within 30 days following the Board meeting where the request is formally received in writing or, if the patron chose to verbally appeal, following the board meeting where the patron was scheduled to speak.
 - i. If needed, the Board will notify the requestor of a good-faith estimate, not to exceed 60 days, of the timeline to ensure due diligence is completed. A written response will be made after that time.

The Board, under the County Libraries Act 138 of 1917, has the final authority, and responsibility to determine if the material is in accordance with the Collections Policy.

The Library acknowledges both the constitutional rights of adults and minors and the responsibility to protect minors. Materials meeting the definition of harmful to minors **and/or sexually explicit** under MCL 722.671-722.684 shall be placed or classified in a way that minimizes inadvertent exposure to children by relocation to the adult section, while not infringing upon adults and parental access rights.

Tracking, Recording, and Confidentiality

All reconsideration requests and appeals will be assigned a tracking # and logged in a Reconsideration Tracking Log containing submission dates and the decisions of the Library Director and, if appropriate, the Library Board decisions. Correspondence and documentation will be retained according to the Michigan Records Retention Schedule for Public Libraries. Annual summaries will be presented to the Board. An updated Reconsideration Tracking Log will be included in the monthly Director's report to the Board with personal information redacted. Patron personal information is protected by the Library Privacy Act.

Every 2 years, the Board of Trustees will review this policy to ensure compliance with current Michigan law and judicial precedents.