



MONTROSE REGIONAL LIBRARY DISTRICT RECONSIDERATION OF MATERIALS PROCEDURE

**ADOPTED 8/14/2003
REVISED 2/17/2011
REVISED 8/14/2023**

MISSION

The Montrose Regional Library District fosters community by providing resources, encouraging reading, and supporting lifelong learning.

PURPOSE OF RECONSIDERATION OF MATERIALS PROCEDURE

The purpose of this procedure is to outline the steps for residents of the Montrose Regional Library District were they to have a complaint with a library resource – including but not limited to library collections, programs, displays and services.

STATEMENT OF PROCEDURE

To support this mission, the Montrose Regional Library District takes the concerns of the residents of the district seriously. As such, we want to be thorough with requests to reconsider resources within the library district. Resource selection and development are our highest priorities; the District aims to provide balanced, equitable and quality resources for the community. In doing so, staff follows the guidelines set out by the policies and procedures below:

- DEI Statement
- Mission Statement
- Collection Development Policy
- Program Policy
- Behavior Policy

PROCESS TO FILE A RECONSIDERATION OF MATERIALS

When a patron submits a written reconsideration form regarding a particular resource in the library, the intent is to respond in a timely and thoughtful manner. The form goes immediately to the department head in which the resource in question resides. The resource will be reviewed by staff and submitted (if possible), along with all necessary paperwork and information, to the library director for final evaluation. In the case of duplicate items, programs, or displays, all resources will remain in place until a final decision has been made. If an item has already been reviewed, it will not be submitted for reconsideration again.

Once the library director has received the reconsideration information, they may take up to one month to respond to the original request and notify the patron of their decision according to aforementioned policies, procedures and precedent. If unsatisfied with the director's decision, the patron has the right to take the complaint to the Board of Trustees.