

RECONSIDERATION OF LIBRARY MATERIALS

Whenever any patron objects to the presence or absence of any library material, the patron will be given a fair hearing. All requests that cannot be readily resolved by staff members will be referred immediately to the Director, who will discuss the matter with the patron.

If the patron wishes, they may submit the form "Request for Withdrawal of Material" or "Request for the Addition of Material." If it is a request for the withdrawal, the Director will examine the item, check reviews of the item, and determine if it conforms to the standards of the materials selection policy. If it is a request for the addition of an item, the Director will check reviews of the item, determine if it conforms to the standards of the materials selection policy, and determine if there are any budget restraints. The Director will decide whether to add, withdraw, or restrict the material in question and will notify the patron of the decision. In the event the Director rejects the patron's request, the Board of Trustees will be notified.

Materials subject to question shall not be removed from use pending final action. If the patron wishes to contest the decision, s/he may present the objection to the Board of Trustees. This may be done by letter. The Board will consider the objection and the Director's recommendation. The written decision of the Board shall be final and shall be reported to the patron.

Beekman Library Request for Withdrawal of Material

If you wish to request the withdrawal of library resources, please return this completed form to the Library Director, P.O. box 697 Poughquag, NY 12570.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Which of the following do you represent? Self Organization _____

Resource on which you are commenting:

- Book Audio Video / DVD Magazine
 Library Program Newspaper Electronic Other (please specify) _____

Have you examined (read / heard / seen) the material in its entirety? Yes No

Author _____

Title _____

Publisher / Producer _____

What brought this resource to your attention? _____

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary). Are there resources you suggest to provide additional information and / or other viewpoints on this topic? Attach more pages if necessary.

Beekman Library Request for the Addition of Material

If you wish to request the addition of library resources, please return this completed form to the Library Director, P.O. Box 697 Poughquag, NY 12570.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Which of the following do you represent? Self Organization _____

Resource you are requesting:

Book Audio Video / DVD Magazine

Library Program Newspaper Electronic Other (please specify) _____

Author _____

Title _____

Publisher / Producer _____