

AMHERST PUBLIC LIBRARY
REQUEST OF RECONSIDERATION OF LIBRARY MATERIALS
POLICY AND PROCEDURE

The Amherst Public Library, in keeping with its mission, provides educational, recreational, and cultural enrichment to its users through a collection of materials selected to meet their wants and needs. The library collection is selected to reflect a variety of viewpoints and satisfy a variety of tastes. Occasionally a library user may feel that a particular material is inappropriate for the collection or inaccurate. To address this kind of concern, the library has developed a policy and procedure for the reconsideration of library materials.

The library provides the library user with a "Citizen's Request for Reconsideration of Library Materials" form. The completed form is then given to the Library Administrator. The Library Administrator will then ask two additional management level staff members (including the manager responsible for selecting the material in question) to read, view, or listen to a substantial amount of the materials in question, read any available reviews and comment on the request for reconsideration. The decision to remove or retain an item in the collection will be made by the Library Administrator.

The Library Administrator will reply in writing to the library user informing them of the decision.

If the library user is not satisfied with the decision of the Library Administrator, the library user may then present their objections to the Amherst Public Library Board of Trustees at a regularly scheduled board meeting.

After consideration of the objections, the President of the Board of Trustees will reply in writing to the library user informing them of the decision.