



Reconsideration Process and Procedures

1. The reconsideration process will be initiated when the County Libraries Manager or a Branch Manager receives a reconsideration form via email. If the form is received by a Branch Manager, he or she will immediately send the form to the County Libraries Manager and the County Libraries Manager will email the patron to confirm receipt of the patron's form.
2. The County Libraries Manager will date the form and give copies of the form to the Head Cataloger and Branch Manager.
3. The County Libraries Manager will then form a Library Staff Review Committee, to include the Libraries Manager, the Collection Manager, and one additional staff member.
4. The Library Staff Review Committee members will read the book, complete the form created for this process, discuss findings with the County Libraries Manager, and the County Libraries Manager will make a decision regarding the request.
5. The County Libraries Manager will then inform the patron of the review results and enter the results into the Reconsideration Request Log, which will be shared with the members of the Library Advisory Board.
6. If the patron is dissatisfied with the decision, the patron will be informed of his or her right to appeal the decision to the Library Advisory Board and the process by which the appeal may be made.
7. If an appeal is made the County Libraries Manager will ensure Library Advisory Board members receive a copy of the material in question and a review packet, to include the following items:
 - a. A copy of the patron's Request for Reconsideration form
 - b. The book review form completed by each Library Staff Review Committee member
 - c. Library Staff Review Committee Overview Sheet and Libraries Manager Decision Form
8. The Library Advisory Board will review the packet and hear from the patron at the next regularly scheduled meeting. The Board will then begin its review process and inform the patron when the final decision will be made.
9. At the conclusion of the book review process, the Library Advisory Board will discuss the book and take a final vote at a regularly scheduled meeting of which the patron has been informed.
10. The Library Advisory Board will vote on one of the following actions:
 - a. Advise retaining the material as currently cataloged;
 - b. Advise the re-cataloging of the material to a different location; or
 - c. Determine to have the ~~Remove~~ the material removed from the Library.
11. The County Libraries Manager will notify the patron in writing of the decision and update the Reconsideration Request Log.
12. At the next scheduled meeting, the County Libraries Manager will inform the Library Advisory Board of his or her actions regarding the status of the material in question.