

## Administrative Rules

### Rule 1.3.1 – Reconsideration of Library Materials

Created: 8-1-2000  
Approved 04-02-2024

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#### Overview and General Rules

##### I. PURPOSE

To provide a process by which a resident of the Library District may request the review of a staff decision regarding the addition or deletion of an item from the Library collections.

##### II. RULES AND REGULATIONS

It is the goal of the District to provide materials for the interest, information, and entertainment of all customers. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Creators or content by or about state or federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information will be protected in accordance with State and National anti-discrimination laws.

The District shall provide materials and information presenting varied points of view on current and historical issues. Library materials should meet the standards established in [Administrative Rule 1.3: Collection Development Policy](#) and shall not be removed because of partisan or doctrinal disapproval.

Inclusion of library materials is not an endorsement of content.

Customers wishing to Request Reconsideration of Library Materials must adhere to the following:

1. The customer must be a registered Deschutes Public Library resident card holder.
2. Groups or organizations may not submit a request for Reconsideration of Library Materials.
3. A limit of one Request for Reconsideration of Library Materials form may be submitted per calendar month per customer.
4. Each form can only be used for a single title.

An individual title will only be reviewed one time per year. If a title has already gone through the review process for the year, customers wishing to submit a review of that same title will receive the same report provided in the original review process.

### III. PROCEDURE

Whenever any customer requests the addition or withdrawal of any library material, the request will be given a fair hearing. A "Request for Reconsideration" will consist of the following procedure:

1. A customer who expresses concerns will be referred to a staff member to respond to questions.
2. The customer will be advised that if they are not satisfied with the verbal response provided by staff, they may choose to initiate a formal review by completing a "Request for Reconsideration of Library Materials" form.
3. Completed "Request for Reconsideration" form will be referred to the Library Director who will assign a professional librarian with relevant expertise to examine or read the item in question, check the reviews, and determine if the item conforms to the standards of materials selection rules consistent with the Administrative Rule: Collection Development Policy
4. No item shall be removed from circulation during the review process.
5. The Library Director will review the recommendation of library staff and make a decision within fourteen days of the written request. The Director will respond in writing to the customer.
6. The Library Director will advise the customer that individuals may request that the Board review the decision of the Director to determine if the Board's Collection Development Executive Limitations Policy has been violated.
7. As stated in the Collection Development Executive Limitations Policy,
  - A Request for Board Review must be signed by a registered Deschutes Public Library resident card holder. Groups or organizations may not submit a request for Board review.
  - The Board will review the Request for Board Review and determine if a formal Board review is merited. The Board reserves the right to deny consideration of a Request for Board Review when multiple requests are submitted which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit.
  - If the Board concludes that the Board will review the request, Board members will review the title in question as well as all materials presented by staff and the customer and discuss the issue during public session of a District Board meeting prior to making a final determination.

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## REQUEST FOR ADDITION OF LIBRARY MATERIALS

Please append additional pages as needed to address the following questions and return the completed form to the Deschutes Public Library.

### MATERIAL DESCRIPTION

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**Title:** \_\_\_\_\_

**Author/Director/Performer:** \_\_\_\_\_

**Format:**    Audiobook CD    Book    Digital Audiobook    Digital Book    Digital Video

Digital Music    DVD    Magazine    Newspaper    Other

### CUSTOMER INFORMATION

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**Customer Name:** \_\_\_\_\_

**Library Card Barcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

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1. Please describe this material and explain why you would like the item(s) added to the collection.

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2. For what age group would you recommend this material?    Adults    Teens    Kids

3. Did you request this material through the "Suggest a Purchase" form prior to the use of this "Request for Addition of Library Materials" form?    Yes    No

If Yes, what was the denial response? If No, why not?

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4. Would your access to this material through interlibrary loan satisfy your needs?  Yes  No  
If No, please explain.

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5. Are you familiar with any critical evaluations of the material?

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6. Please append any additional comments.

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By signing, I attest that I am the petitioner and the responses provided above are true to the best of my knowledge. I understand that:

- Anonymous or unsigned requests will not be considered.
- The Request for Addition of Library Materials is a public record and my name may be disclosed.
- The library will keep contact information confidential from the general public to the greatest extent allowed by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please append additional pages as needed to address the following questions and return the completed form to the Deschutes Public Library.

### MATERIAL DESCRIPTION

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**Title:** \_\_\_\_\_

**Author/Director/Performer:** \_\_\_\_\_

**Format:**    Audiobook CD/Digital Audiobook    Book/Digital Book    Magazine/Newspaper  
                   Video/Digital Video    Other

### CUSTOMER INFORMATION

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**Customer Name:** \_\_\_\_\_

**Library Card Barcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

1. What in the material do you object to? Please be as specific as possible.

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2. Do you feel this material is objectionable for:    Kids    Teens    All Library Users

3. What prompted you to look at and/or borrow the material from the library?

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4. Did you read/view/listen to the entire material?    Yes    No

If No, what percentage did you read/view/listen to?

More than 50%    Less than 50%    Only the passages/sections in question    0%

5. What do you believe is the overall message intended by the creator(s) of this material?

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6. What do you feel might be the result of reading or viewing this material?

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7. Has reading or viewing this material caused you, or someone of whom you are the legal guardian, personal or financial harm? If yes, please describe how.

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8. What action(s) do you recommend the library consider taking about this material?

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9. What alternative material representing this title's viewpoint would you recommend the library include in its collection?

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By signing, I attest that I am the petitioner and the responses provided above are true to the best of my knowledge. I understand that:

- Anonymous or unsigned requests will not be considered.
- The Request for Review of Library Materials is a public record and my name may be disclosed.
- The library will keep contact information confidential from the general public to the greatest extent allowed by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_