

## Reconsideration Committee Meeting Guidelines

- First Meeting:
  - ❖ TBA- once members have been appointed and all materials received
  - ❖ Introductions
  - ❖ Review of Library Selection Process
  - ❖ Review of Reconsideration Process for Library Materials
  - ❖ Intellectual Freedom Training & Handouts (District Librarian)
  - ❖ Additional Information as Needed (i.e- circulation statistics, year of purchase, schools having the same title, etc...)
  - ❖ Explanation of Process (Retain or Remove)
  - ❖ Civility Agreement
  - ❖ Agreement to Read an Item in its Entirety
  - ❖ Confidentiality Agreement
  - ❖ Agreement of Voting Timeline
  - ❖ Material Distribution
  - ❖ Conclusion
  
- Second Meeting:
  - ❖ TBA- date agreed upon at first meeting
  - ❖ Return of Distributed Materials
  - ❖ Secret Ballot
  - ❖ Votes counted by non-committee member
  - ❖ Decision made by majority vote
  - ❖ If the majority votes to retain an item, a second vote will be held to determine if an item will be retained as is, or retained with restrictions (restrictions to be determined by committee)
  - ❖ Second vote will be counted by non-committee member
  - ❖ Decision made by majority
  - ❖ If majority votes for restrictions, a discussion will be held to decide what restrictions will be in place (i.e- “Mature” sticker, held in a different location than shelf, etc...)
  - ❖ Conclusion
  
- Follow-up
  - ❖ Any item that has been voted for removal will be reviewed annually to determine if the removal is still warranted. Therefore, though the material may be removed from circulation, it should not be entirely deleted from library systems.