

Library Information:

Give this letter to the patron, along with a Request for Reconsideration of Material form.

Today's Date: _____

Dear _____,

We appreciate your concern over the use of _____
in the library. Selecting materials which serve the needs of our community is a vital part of operating a library. The Board of Trustees/Directors takes this responsibility very seriously and has established a selection policy for choosing resources, as well as a detailed reconsideration procedure for requesting reconsideration of particular items. I have enclosed both for your review, along with the Library Bill of Rights and Freedom to Read Statement. Please feel free to contact me if you would like to discuss them further.

If you are still concerned after you review these documents, please complete the Request for Reconsideration Material form and return it to me. The steps that will be taken are outlined in this form. You may be assured of prompt attention to your request. At any point during this process, please feel free to contact me with questions or concerns.

Sincerely,

Library Director