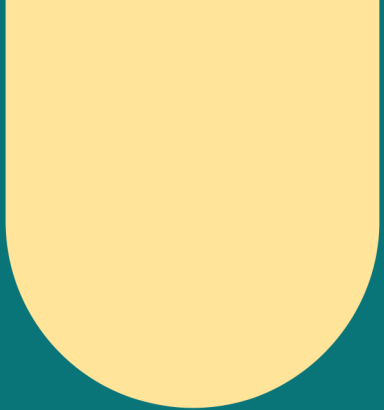


Take that book off the shelf!



Also known as...

- Reconsideration of Materials
- A Title Challenge

A yellow decorative shape, resembling a rounded rectangle or a stylized 'U' shape, is located in the top right corner of the slide.

It's not "if"... It's WHEN!

We recommend being prepared and ready, rather than having a sudden need without policies in place.



Content



WIKI.
SWKLS.
ORG

1

American Library Association

2

Forms & Sample Policies

3

Procedures for the "Front Line"

4

Procedures for the Director

5

Share your experience

1

American Library Association

On the Wiki!

<https://www.ala.org/tools/challengesupport/respond>

TOOLKIT,
PROCEDURES,
& FORMS

2

On the Wiki!

Forms & Sample Policies

[https://wiki.swkls.org/index.php?
title=Train_UP!:_Get_that_book_off_the_shelf](https://wiki.swkls.org/index.php?title=Train_UP!:_Get_that_book_off_the_shelf)

**EVERYTHING
YOU NEED!**

Reconsideration Packet:

**Samples on the Wiki!*

1. Letter to the patron.*
2. Reconsideration form with procedures.*
3. The library's selection policy.*
4. The library's mission statement.
5. ALA brochure: Library Bill of Rights + Freedom to Read Statement.*

Procedures for the "Front Line"

5

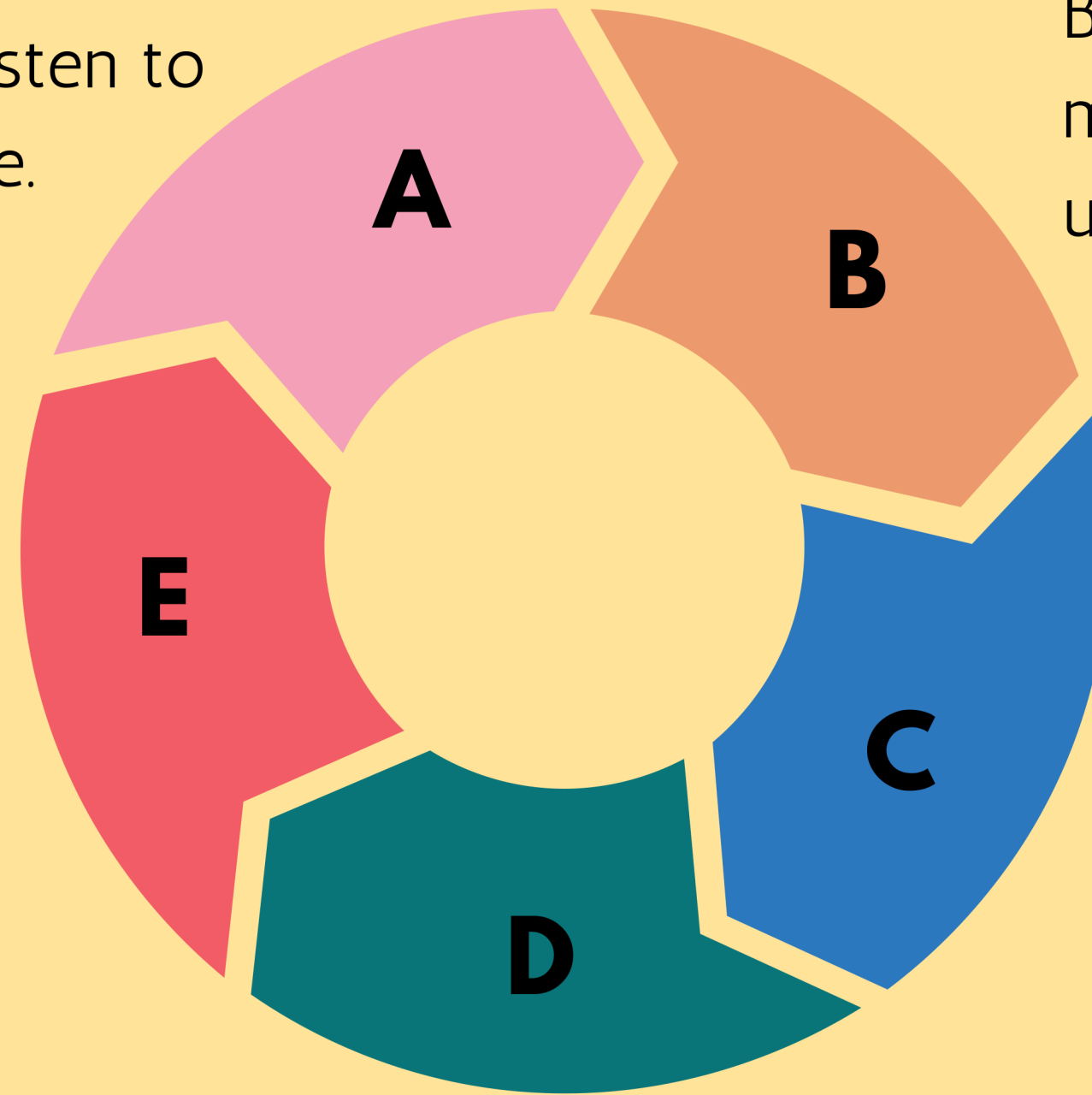
A. Remain calm. Listen to the patron. Breathe.

B. Keep the interaction short, maintain neutrality, and be unemotional.

E. Immediately **email** your director with the details. Breathe.

C. Offer the patron the Reconsideration Packet

D. Reassure the patron s/he has been heard.



Procedures for Directors

5

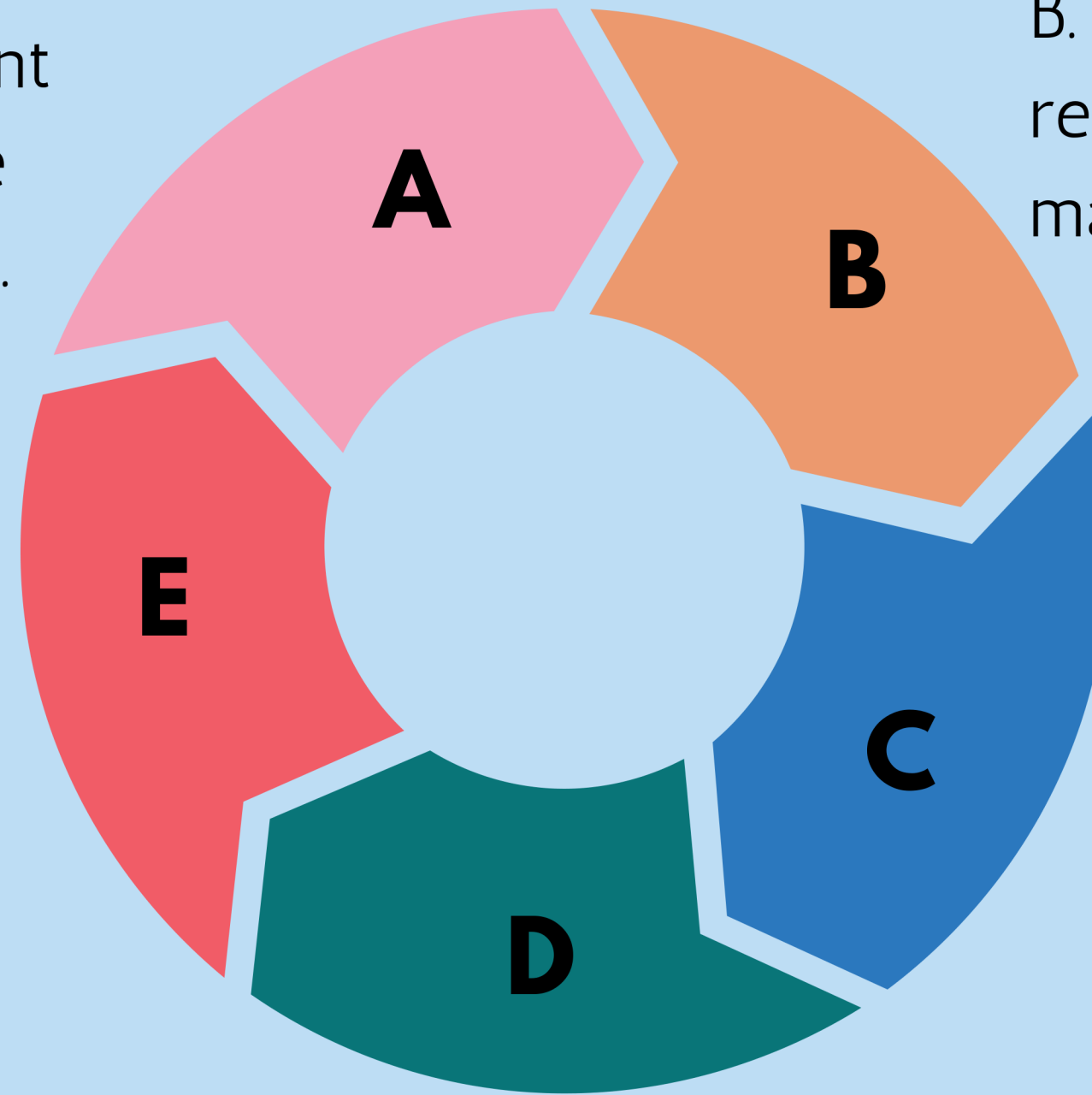
A. Remain calm, listen, breathe, and document every step. Complete SWKLS Google Form.

B. With the appropriate people, review the documents and material. Inform your community.

C. Within 15 business days, make a decision about the resource in question. Send a letter to the patron via USPS.

D. Update your community. If an appeal is submitted, invite the patron to a BOD meeting.

E. If necessary, make a **final** decision and update the community. Done.



Share with us...

[Link to SWKLS Google Form](#)

... And Others

[Link to ALA Form](#)

[Link to Kansas ACLU](#)

ARSL Advocacy Com:

Sara Koehn @ HATW

Local school counselor

