

## Reconsideration of Materials

The staff of Salado Public Library takes very seriously all concerns expressed by its patrons and will respond as quickly as possible to such concerns. The following is the process for reevaluating materials:

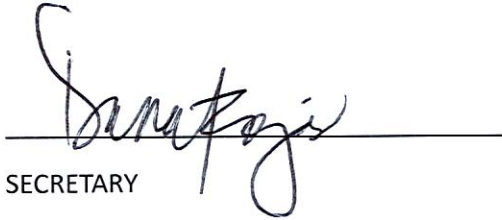
1. A Request for Reconsideration Form is available at the library and online. Patrons who have lived continuously within the library district for at least six months prior to the challenge and have continuously held an active library card for at least six months prior to the challenge may complete the form and submit it to any library staff member on duty, email it to: [director@saladolibrary.org](mailto:director@saladolibrary.org), or mail it to: Salado Public Library, PO Box 1178, Salado, Texas, 76571.
2. Challengers must have read/viewed/listened to the book/material in question in its entirety. Objections to the material copied from websites without attribution will disqualify a request from consideration.
3. Anyone may request a copy of the Salado Public Library District Policies, which include the Collection Development Policy and the Request for Reconsideration of Materials Policy, at any time. The policies can be found on the library website. The policies approved by the Library District Board of Trustees indicate the criteria that are used in material selection.
4. The Library Director will send an acknowledgment that the Reconsideration Form was received and indicate the time frame within which the requester will receive a written response. All requests are acknowledged within 60 days.
5. The item in question will be evaluated by a committee composed of one board member and four community members chosen by random drawing from a pool of names of people who have indicated an interest in serving on a Reconsideration Committee. The person who filed the Request for Reconsideration will draw four names for the committee and four more names as alternates. The library will contact the people whose names were drawn. The evaluation will be made in accordance with the library's policy. Please see the Reconsideration Committee Guidelines and Procedures and the Reconsideration Committee Instructions and Rubric for more information on the committees.
6. A response will be mailed within the time frame indicated in the acknowledgment letter.
7. After a decision is made, the library will not review subsequent Requests for Reconsideration for the same material for a period of three years.
8. The Library will accept Requests for Reconsideration for materials in the children's and teen collections only. The Library will not accept Request for Reconsideration Forms for any material in the adult collection.
9. Individuals, families/households, and groups may submit only one Request for Reconsideration at a time. Simultaneous, multiple requests will not be accepted.

10. Individuals, families/households, and groups are limited to Requests for Reconsideration of four items per fiscal year, or until the annual budget for Reconsideration Requests is exhausted or amended.
11. This policy extends to physical materials in the Salado Public Library collection. The library does not have the ability to remove or restrict materials available on its digital materials platforms. Those platforms do, however, allow parents to restrict access for their children.

THIS REQUEST FOR RECONSIDERATION POLICY IS ADOPTED BY THE BOARD OF TRUSTEES  
OF THE SALADO PUBLIC LIBRARY DISTRICT ON APRIL 27, 2026.

Handwritten signature of Nancy Mills Mackey in cursive script, written over a horizontal line.

PRESIDENT

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SECRETARY

**Salado Public Library District**  
**Salado, Texas**  
**Request for Reconsideration of Materials**

Thank you for your interest in Salado Public Library and its materials collection. Differences of opinion regarding the suitability of library materials may arise. Please complete this form and return it to any library staff member on duty.

Name (required) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Group you represent, if any \_\_\_\_\_

1. Library material on which you are commenting:

- Book                       Magazine                       Video/DVD                       Audiobook  
 E-book                       Digital resource (please specify) \_\_\_\_\_

2. Title \_\_\_\_\_

3. Author/Producer \_\_\_\_\_

4. Publisher \_\_\_\_\_

5. Section in the library where the material was located \_\_\_\_\_

6. Have you read the Salado Public Library Collection Development Policy?  Yes  No

7. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. It is required that you read/view/listen to the material in its entirety. Have you done so?

- Yes  No

9. What concerns you about this item? Please be specific. Please include samples of specific text and page numbers when available.

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10. What do you believe is the purpose of this material?

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11. What prompted you to use this item?

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12. Are there resources you suggest that could replace this resource to provide additional information or other viewpoints on this topic? Please list titles, if possible.

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13. What action are you requesting the library consider regarding this resource?

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**Signature & Date (required)**

**STAFF USE ONLY:**

This form received by: \_\_\_\_\_

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

Patron has lived in the Library District continuously for the last six months: Yes No

Patron has continuously held an active library card for the last six months: Yes No

Action taken: \_\_\_\_\_