

## Reconsideration of Materials

The Salado Public Library District subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967, and its subsequent amendments. This document reads, in part, ***“As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community.”*** Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. The Freedom to Read Statement asserts, ***“The freedom to read is essential to our democracy.”*** In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all, regardless of age. Following this statement, Salado Public Library District staff strives to purchase a variety of materials that represent the tastes, opinions, and beliefs of the population. The staff is committed to promoting access to information for all residing within the Salado Public Library District boundaries.

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. Fill out the Request for Reconsideration of Materials form. You may return it to any staff member on duty or mail it to: Director at Salado Public Library, PO Box 1178, Salado, TX 76571,
2. You may request a copy of the Salado Public Library District Policies, which include the Collection Development guidelines, at any time. The Salado Public Library District Policy, as approved by the Library District Board of Directors, indicates the criteria that is used in material selection.
3. The Library Director will send you an acknowledgment that he/she received your Reconsideration form. He/she will indicate the time frame within which you will receive a written response. All requests are evaluated within 30 days.
4. The item in question will be evaluated by a committee appointed by the Salado Public Library Director. The evaluation will be made in accordance with the library’s policy.
5. A response will be mailed to you within the time frame indicated in the acknowledgment letter.
6. The committee’s decision may be appealed by requesting that the item be placed on the agenda of the next Board meeting. The board will listen to your request and respond to your comment/complaint.
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.

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

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