

**Lynchburg Public Library
Policy Manual**

Issue Date: June 2016
Revised Date: 3/3/2025

Request for Reconsideration

1. The “request for reconsideration”
 - a. In order for a request for reconsideration to be honored, the attached form must be completed.
 - b. Patron completing the form must be a resident of the City of Lynchburg and have an active Lynchburg Public Library card.
 - c. The patron must have read the book in question in its entirety in order to be reconsidered. Books not read in full by the patron will not be reconsidered.
 - d. If the patron needs more time, the item may be “renewed” for the normal check-out period.
 - e. While under reconsideration, the item will remain available for use by other patrons.

2. The Library’s responsibility
 - a. All requests which are properly submitted will be acted upon as quickly as possible.
 - b. A materials review committee, comprised of the Library Director and other professional librarians, will have responsibility for considering the item in question.
 - i. Professional reviews will be gathered and studied.
 - ii. Each item will be read or viewed in its entirety.
 - iii. The Director and review committee members will make a recommendation.
 - c. The Library Director will have the final determination.
 - d. Once a resource has been reviewed, the decision of the Library Director is final and the resource will not be reviewed again for ten (10) years following the decision.

3. The follow-up
 - a. A letter will be sent to the patron from the Library Director informing him/her of the decision within 30 days of the reconsideration request being received.
 - b. If the item is to be withdrawn, it will be done immediately.
 - i. A file will be maintained of all “requests for reconsideration.”

4. Confidentiality
 - a. All “requests for reconsideration” will be kept confidential on the part of the Library.

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The Library values your opinion. If you have concerns about an item in the Library's collection, please complete this form, indicating as clearly and legibly as possible the nature of your concerns. If you have not already spoken with a librarian about this, one will contact you personally within a few days.

Your name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Library card # _____

Title of Library material in question: _____

Author: _____

Format (book, video, magazine, audio, etc.): _____

What brought this item to your attention? _____

Have you read or viewed this entire work? _____

Please comment on the work as a whole and be specific about those matters that concern you. (Use other side of form if necessary.) _____

Signature _____ Date _____

All requests will be held in confidence.