



Hampstead Public Library – Request for Reconsideration of Library Materials Procedure:

In accordance with the Collection Development Policy, all requests for reconsideration of an item in the Hampstead Public Library collection will follow this procedure.

1. Requestor will fill out a Request for Reconsideration of Library Materials form and return it to the library in person, via mail, or via email addressed to the Library Director.
2. Upon receipt of the request, and during the entire reconsideration process, the material in question will remain on the shelves.
3. Within 30 days of receiving the Request for Reconsideration of Library Materials, the selecting librarian, another librarian not responsible for selection of the item in question, and the Library Director will review the request and come to a consensus.
4. Within 10 days of making their decision, the Library Director will respond to the requestor via written letter (emailed or mailed), courtesy-copied to the Library Board of Trustees.
5. The requestor may appeal the decision of the library staff by taking the written request in person to a regularly-scheduled meeting of the Library Board of Trustees. The requestor must contact the chair of the Library Board of Trustees directly or via the Library Director at least one week in advance of the meeting to indicate intent to appear.
6. If the requestor chooses to appeal in front of the Library Board of Trustees, the final decision about the item will be made by a quorum of the Library Board of Trustees within 60 days of hearing the appeal. In making their decision, the trustees will consider the material reconsideration request, the library's Collection Development Policy, and the response of the library staff.

Reporting Challenges:

The Library Director will submit all challenge attempts to the Office of Intellectual Freedom via the Challenge Database Form (OIF, 2007) available online at:

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

In doing so, Hampstead Public Library is actively cooperating with groups concerned with resisting attempts to abridge intellectual freedom as stated in the Library Bill of Rights.

Hampstead Public Library
Request for Reconsideration of Library Materials

Date: _____

Requestor's Name: _____

Address: _____

Phone: _____ Email: _____

Please check one:

Representing: Self _____ Organization: _____

Organization Name: _____

Address: _____

Phone: _____

Item you wish to bring to our attention:

Book _____ Video _____ Audio _____ Other _____

Title: _____

Author: _____

Publisher: _____ Publication Date: _____

1. What brought this item to your attention?

2. Are you familiar with the Hampstead Public Library Collection Development Policy, the Freedom to Read and Freedom to View statements, and the Library Bill of Rights? Please see the policy page of our website for these documents.

3. Describe briefly what you perceive to be the problem with the material.

4. Did you read, hear, or see the entire content?

5. To what in the material do you object? (Please be specific, cite pages, film sequence, etc.)

6. What do you think might result from exposure to this material?

7. For what age group do you recommend this material?

8. What are some positive aspects you have found in this material?

9. Describe how the material is inconsistent with Hampstead Public Library's Collection Development Policy, in your view.

10. What would you like the library to do about this material?

Please return completed form to:

9 Mary E. Clark Drive, Hampstead, NH 03841

Email to director@hampsteadlibrary.org