

Appendix 4. Reconsideration Form

SPRINGFIELD LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Springfield Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please fill in the form below and either give it to a librarian, or send to the Library Director, 220 State Street, Springfield, MA 01103.

Books and other materials

Title _____

Author _____

Publisher and Date _____

Type of material (book, video, etc.) _____

Your name _____ Phone _____

Address _____

Do you represent:

 Yourself _____ An organization (name) _____

1. Please summarize your reasons for requesting reconsideration of the work:

2. Did you read the entire work? _____ If not, what parts? _____

3. Are your objections based on age of the potential user or to the point of view expressed?

4. What do you believe is the theme or intent of this work?

5. Are you aware of judgments of this work by reviewers or critics?

6. What action would you like the library to take in regard to this work?

7. What work would you recommend that would, in your judgment, be more appropriate?

Internet sites

Access to the Internet is granted to all our users. Springfield Library filters certain portions of the Internet to deny access to those sites that do not meet the library's mission or are deemed inappropriate for viewing in a public place. Filtering systems are not perfect. You may wish to request that a particular site either be blocked; or, if a seemingly appropriate site is blocked mistakenly, to request that it be unblocked.

8. What is the Web address (URL) that you would like us to reconsider?

9. Would you like the site to be blocked? _____ or unblocked? _____

10. Please tell us what you know about this site, including its content, where you learned about it, whether it was a link from another site, etc.

What happens to this form once I have completed it?

The request goes to either the Collection Development or the Youth and Outreach Services Manager, depending on the type of material being questioned. The manager then drafts a recommendation, based on such factors as the information provided by the user, how well the item meets the criteria for materials selection, consultation of review sources for the item, how the item fits in with the overall collection, personal examination, and consultation with appropriate library staff. This recommendation is forwarded to the library director for approval. The library director then responds to the individual in writing with the library's decision.

Individuals who still have concerns about the material may request a hearing before the Springfield Board of Library Commissioners by making a written request to the Chair of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. After receiving testimony from the public and from the library director, the Board will decide, based on the library's policies, whether to uphold or override the decision.