

## **Programming Policy: Reconsideration**

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should address the concern with the Library Director and fill out the Request for Reconsideration form. Patrons are entitled to a prompt and courteous response and a full investigation, as described in this Policy.

- I.** No program shall be stopped or removed from the Library's schedule until all steps in the following process have been completed.
- II.** Patrons who object to particular Library programs will be provided with a copy of the Programming Policy and the Request for Reconsideration form.
- III.** If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Programming Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- IV.** The process of processing the initial Request for Reconsideration can take 16-24 work hours. In recognition of the impact of the process on the Library's resources, each patron is limited to three (3) active Requests for Reconsideration at a time. As each is resolved, the patron may submit a new challenge through the same process.
- V.** The Library Director shall send the decision in writing to the complainant within seven (7) calendar days of the receipt of the completed Request for Reconsideration form.
- VI.** If the decision is that the questioned program should be removed from the schedule, the complainant will be notified in writing by the Library Director and the program will not take place.
- VII.** If the decision is that the questioned program is to be held, the complainant will be notified in writing by the Library Director that the program will go on.
- VIII.** The written decision of the Director will be posted on the Library website ([dorrlibrary.michlibrary.org/reconsideration](http://dorrlibrary.michlibrary.org/reconsideration)) upon completion, with all information identifying the complainant redacted, while the judgment is in place.
- IX.** A written appeal of the Library Director's decision may be made by the requester to the President of the Library Board within ten (10) business days after the written decision is issued by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.

- X.** The Library Board serves as the final authority in cases involving Library programming.
- XI.** Judgment for each challenged program shall be in place for a period of two (2) years from final disposition (beginning 10 days after the date on the Director's written decision, if there is no appeal; or on the date of the Library Board's decision if there is an appeal). This will render said program ineligible for a challenge for the entirety of those two (2) years if the program is retained. If the program is removed from the schedule, the same program and any program bearing a substantial resemblance to that program will be ineligible to be held at the Library or for two (2) years; if restricted, ineligible for a change in status. At the end of the two (2) year period, Library staff may re-evaluate and decide to schedule the program, at which time patrons are again able to challenge the program if they wish.

Approved by the Dorr Township Library Board of Trustees August 21, 2023.

**Request for Reconsideration – Dorr Township Library**

Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

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

Library Card Number \_\_\_\_\_

Do you represent:  yourself  an organization? (check one)

What type of material or service are you commenting on?

- Book  Magazine  Library Program  Movie  Music CD  Display/Exhibit  Newspaper  Audio recording  Slide  Internet Resource/Site  Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: \_\_\_\_\_

Author: \_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title: \_\_\_\_\_

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

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_

\_\_\_\_\_

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the back of this page for further comments if necessary.