



Request for Reconsideration Policy

Approved by Board: May 19, 2022

Responsibility for Request for Reconsideration

Ultimate responsibility for collection development and maintenance, programming, services, and the associated requests for reconsideration rests solely with the Manlius Library Executive Director who may delegate implementation of those activities to appropriate Manlius Library staff members. The Manlius Library Board of Trustees does not select or evaluate library materials, programming, or services.

Purpose of Request for Reconsideration Policy

Manlius Library strives to maintain a diverse collection of materials, programs, and services that reflect the educational, informational, and recreational needs of our community per the library's Collection Development and Maintenance Policy. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Manlius Library's acquisition of these items does not constitute endorsement of their content but rather makes available the expression of a diversity of ideas. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Manlius Library does not intrude on that relationship. Manlius Library upholds the right of any individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. Manlius Library has adopted and adheres to the American Library Association's *Freedom to Read* and *Freedom to View* statements.

Requests for Reconsideration

Residents of the Fayetteville-Manlius school district who wish Manlius Library to reconsider materials, services, or programming may do so by completing and submitting a Request for Reconsideration Form to the Executive Director. Only requests for reconsideration submitted by residents of the Fayetteville-Manlius school district, and completed in their entirety, will be considered.

Evaluation of Requests for Reconsideration

Upon receipt of the request for reconsideration, the Executive Director will inform the Manlius Library Board of Trustees and provide them with a copy of the request for reconsideration form. Item(s) under consideration are not removed/cancelled/relocated during the evaluation process.

The Executive Director will convene an evaluation committee to consist of the Executive Director, the librarian responsible for the collection, and two other staff librarians. The committee will be chaired by the Executive Director.

The committee members will be allocated appropriate time to review the item(s), pertinent reviews, and other relevant information such as hold and circulation trends, program attendance, popularity of services, awards, etc. Additional copies of materials may need to be procured to allow for timely review. Committee members will make a recommendation to the Executive Director, who will make the final determination.



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Resolution of Requests for Reconsideration

The Executive Director will communicate the determination in writing to the Manlius Library Board of Trustees and the requesting patron, stating the reasons for the decision.

If the patron is not satisfied, they may appeal to the Manlius Library Board of Trustees. Appeals must be made within ten business days and must be in writing. Appeals should include written arguments as to why the item/service/program should be removed, reclassified, or canceled.

The Board may decide the appeal does not warrant a hearing and the Executive Director's determination will be considered final. The patron will receive written notification from the Board President.

If the Board decides to address the appeal through a hearing, it will occur at the next regularly scheduled meeting, with public comments limited to five minutes per person and limited to those that have pre-registered their intent to comment five days prior to the meeting. Registering to comment must be done at the library and must include the commenter's name and address. Once a decision has been rendered by the Board, it is final, and the patron will receive written notification of the decision.