

Town of Chester Public Library
Reconsideration of Library Materials Policy
October, 2023

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Only patrons who are residents of the Town of Chester, may request the withdrawal or reclassification of materials currently owned by the library. They are encouraged to initially discuss their concerns with the Library Director. If the patron is not satisfied with the response to their request, the Director will provide the patron with information and a form to request formal reconsideration of the library resource.

Challenges to any individual item will be considered only once every 5 years.

Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director will review the reconsideration form and the material in question to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. The library board should address the appeal within 30-45 days. The individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments at all meetings.
8. The decision of the board is final.

Approved by Library Board of Trustees 10/25/2023

Town of Chester Public Library

Request for Reconsideration Library of Materials

The trustees of the Town of Chester Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Town of Chester Public Library
6307 State Route 9-PO Box 451
Chestertown, NY 12817

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? ___ Or an organization? ___ Name of Organization _____

Are you a resident of the Town of Chester? _____

1. Resource on which you are commenting:
___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording
___ Digital Resource ___ Game ___ Newspaper ___ Other

Title _____

Author/Producer _____

Please use additional pages if necessary.

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?
