

Citizen's Request for Reconsideration of Library Content

St. Charles City–County Library recognizes that patrons may occasionally have concerns about a particular presentation, event, material, or display in or offered by the Library. In such cases, patrons are encouraged to first discuss their concerns with branch staff, who may provide information about the Library's collection management policy and selection criteria.

A patron who wishes to formally request the reconsideration of any particular content, a Library Content Reconsideration Form may be submitted. Forms will be accepted only from current residents or property owners of St. Charles County and must be completed in full.

Reconsideration Review Process

Materials or Displays

The Director of Collection Services, or another designated member of the Collection Services team, will facilitate the review process. A Reconsideration Review Committee consisting of three to five Library staff members will be appointed by the Chief Executive Officer. The committee will read, listen to, or watch the material or view the display in its entirety. The committee will evaluate the patron's request for reconsideration using the Library's Collection Management Policy, the criteria originally used to select the item, and a review of relevant professional reviews. The committee will also consider the item's relevance to the community, its appropriateness for the intended audience, and its alignment with the Library's mission.

Committee composition may vary based on the nature of the request, but typically includes the Director of Collection Services, a Collection Development Librarian, and a Public Services Librarian (such as a Branch Manager, Youth Services Librarian, Adult Services Librarian, or Public Services Supervisor). A representative from the Library's Executive Team, such as the Chief Administrative Officer, Chief Financial Officer, or Chief Communication and Engagement Officer, will also serve as a full voting member, provide policy guidance, and ensure alignment with the Library's mission. The Director of Collection Services will ensure the review aligns with the principles of intellectual freedom as outlined in the *Library Bill of Rights* (ALA, 1996) and *Freedom to Read Statement* (ALA & Association of American Publishers, 2004).

Presentations, Events, or Programs

The Director of Adult and Youth Services or another designated staff member will facilitate the review of reconsideration requests related to upcoming presentations, events, or programs. A review committee of three to five Library staff members will be appointed by the Chief Executive Officer. When the program has not yet occurred, the committee will base its review on available content such as the proposed agenda, promotional materials, presentation outlines, and any other submitted items or descriptions.

The committee will evaluate the request considering the program's anticipated educational, cultural, or informational value, its alignment with the Library's mission, and its consistency with professional library standards. The committee typically includes the Director of Adult and Youth Services, the Learning Experiences Coordinator, and a Public Services Librarian (such as a Branch Manager, Youth Services Librarian, Adult Services Librarian, or Public Services Supervisor). A representative from the Library's Executive Team will also serve as a full voting member to provide policy guidance and ensure alignment with the Library's mission.

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General Procedures and Standards

The Library affirms its support for and adoption of the principles set forth in the American Library Association (ALA) standards, including the *Library Bill of Rights* (ALA, 1996), the *Freedom to Read Statement* (ALA & Association of American Publishers, 2004), and the *Interpretations of the Library Bill of Rights on Intellectual Freedom*. All review committees will adhere to ALA-recommended best practices to ensure that each request is evaluated fairly, consistently, and in alignment with intellectual freedom principles.

During the review period, the material, display, or program in question will remain accessible. No action will be taken until the full review process is completed.

The committee will issue written findings and a recommendation. Final implementation of the committee's determination is subject to the concurrence of the Chief Executive Officer. A written response will be provided to the requester in a timely manner upon the completion of the review process.

Materials, displays, or programs that have already undergone the full reconsideration process may not be submitted for reconsideration again until two (2) years have passed from the date of the final decision, consistent with practices designed to ensure administrative efficiency and prevent duplicate challenges.

Appeal Process

Within 30 business days of receiving the committee's response, the patron who submitted the original request for reconsideration may submit a written appeal to the Board of Trustees. The Board will review the request for appeal at a regularly scheduled work session. At that time, the Board may uphold the committee's decision, refer the matter back to the Chief Executive Officer for further consideration, or place the appeal on the agenda for discussion at a regular or special Board meeting, depending on timing and availability.

Board members will read, view, or otherwise engage with the material or display in question in its entirety and review the original reconsideration request, the staff committee's findings, and any additional written or oral statements submitted by the patron. The Board will then render a decision by supermajority vote (6 of 9 members). Any Board member who has not completed new member orientation training must abstain from the vote. The decision of the Board is final.

The material in question will remain available throughout the appeal process. A written explanation of the outcome will be provided to the patron within 60 days of the appeal. The results of any appeal will be recorded in the official meeting minutes, which are publicly available on the Library's website.

Library Content Reconsideration

Requests are reviewed only if the requester is a resident or property owner in St. Charles County, all fields are completed, and the request has been signed.

Name:

Address:

City:

Telephone Number:

Email:

Do you represent yourself, an organization (please name), or another group? (Please name)?

Type of content (please circle):

Library Materials (books, movies, etc.)

Library Display

Library Program (event, class, presentation, etc.)

Other _____

Title:

Author/Creator/Presenter:

Please indicate specifically the nature of your complaint about this content. (Cite pages or other details as needed including location, date and time of program.)

Library Content Reconsideration

For what age group would you recommend this content and why?

Is there anything good about this content?

Did you read/view/examine all content? Or did you attend the entire program?

If you did not examine the entire work, please indicate the portions you viewed or experienced.

Are there resources you suggest that provide additional information and/or other viewpoints on this topic?

Signature	Date
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