

attention to your request. The steps that will be taken are outlined in the Reconsideration procedure. At any point during this process, please feel free to contact me with questions or concerns.

Sincerely,

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Library Director

Date

## **Reconsideration Committees**

### **Guidelines**

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy. Listed below are some best practices for Reconsideration Committee members:

Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based in the First Amendment, the freedom to read is essential to our democracy.

Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.

Review the library mission statement, materials selection and reconsideration policies, and professional guides such as the Intellectual Freedom Manual.

The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.

Challenged materials should not be removed from the collection while under reconsideration.

Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

In order to prevent a tie vote, the library director (public and academic libraries) or principal (school libraries) should recruit an odd number of members for the committee.

While it may be prudent to state what area/role a committee member represents in the makeup of the committee (i.e., teacher, librarian, community member, administration, parent, etc.), the personal identification of each member should remain anonymous to protect the objectivity of the deliberation.