

Buffalo and Erie County Public Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS - PROCEDURES

When a written request has been made on a "Request For Reconsideration of Library Material" form:

- 1) A written response will be made by the library director or his/her designated representative within ten business days.
- 2) If the patron is not satisfied with the initial response, the following procedures will be implemented with a decision being issued within thirty days:
  - A. The patron will be notified, in writing within ten business days, regarding the review procedures.
  - B. A review committee consisting of a minimum of three members will be convened. This group must include, but will not be limited to, one staff librarian, one member of the community, and one person with subject area expertise.
  - C. The committee will submit, in writing, its evaluation and recommendation to the library director.
  - D. The director will make a decision concerning the material. The director, or his/her delegated representative, will notify the patron originating the "Request For Reconsideration," in writing, of the decision. If the individual is not satisfied with the action taken, he/she may appeal to the Library Board.