



Expression of Concern/Request for Reconsideration of Library Materials Form

Guilderland Public Library strives to provide all patrons with fair and equal access to library materials, resources, and programs. The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The choice of library materials or resources by users is an individual matter. While patrons may reject materials, resources, or programs for themselves, they may not restrict the freedom of access to these things by others.

The Library Board of Trustees and the Guilderland Public Library Director recognize that some patrons may take offense to the inclusion of specific items, programs or practices and they may wish to express their concerns. The trustees of Guilderland Public Library have established a materials and display policy and a procedure for gathering input about particular items. If your discussion with members of the library staff has not alleviated your concern, completion of this request form is the next step in that procedure. Submit this form in person to library staff. After submitting the form, we encourage you to also make an appointment to speak with the Library Director at reconsiderationrequests@guilderlandlibrary.org

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original request, and the director's reply, together with a statement saying "I request an appeal" to the Board of Trustees by mail:

Guilderland Public Library
Attn: Board of Trustees Request for Reconsideration
2228 Western Avenue
Guilderland, NY 12084

The Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal regarding a Request for Reconsideration will be finalized within sixty (60) days. Any resource under review will remain available until the Library Board makes a decision.

All requests for reconsideration will be evaluated per the Library's Plan of Service, policies, and the following excerpts from the [American Library Association's Code of Ethics](#).

- I. *We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- II. *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- VI. *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- VII. *We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*

The Board of Trustees' determination is final.

Today's date _____

Name _____

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

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Resource you are concerned with:

___ Book or e-book ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Game ___ Newspaper ___ Display/Exhibit

___ Library Program ___ Other (please specify): _____

Title of item _____

Author/Producer of item _____

If Display/Exhibit or Library Program, please list:

Title _____

Date _____

Time _____

Location _____

1. What brought this resource to your attention?

2. Have you examined the entire resource or did you attend the event?

____ Yes ____ No

3. What concerns you about the resource(s)? Please be as specific as possible:

4. 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?

Signature

Date

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