



**GREENVILLE (S.C.) COUNTY LIBRARY SYSTEM
RECONSIDERATION OF LIBRARY MATERIAL REGULATIONS**

Any Greenville County resident may request that the inclusion of an item in the collection of the Greenville County Library System (hereinafter the "Library") be reconsidered or that an item be reclassified to change its location within the collection.

Request for Formal Review:

1. An individual who wishes to file a request for the formal review of an item may obtain a *Request for Reconsideration* form.
2. The individual requesting the review must complete and sign the form and submit it to the Library as directed on the form.

Review Process:

1. When a *Request for Reconsideration* form is received, Library staff will forward it to the Collection Development Coordinator.
2. The Collection Development Coordinator will send written acknowledgement of receiving the *Request for Reconsideration* form to the person listed on the form.
3. The Collection Development Coordinator will forward the *Request for Reconsideration* form to the appropriate staff.
4. The Collection Development Committee and/or other designated library staff will evaluate the selection and classification of the item in question using the following processes:
 - a. Reading, viewing, and/or listening to the challenged material in its entirety specifically considering the written concerns of the individual;
 - b. Consulting reviews and recommended lists to determine the opinions of experts and critics;
 - c. Meeting to discuss the written concern(s) and deciding whether the item in question meets the selection criteria established in the *Collection Development and Maintenance Policy*.

5. Based on evaluation of the item in question, the Collection Development Committee will formulate a recommendation regarding the reconsideration request. The Collection Development Coordinator will report the recommendation to the Executive Director.
6. The Executive Director will consider the Committee's recommendation and send the individual a letter in approximately 90 days from the initial receipt of the *Request for Reconsideration* form, advising the individual about any decision(s) regarding the item in question and the appeal process should the individual wish to pursue it.

Appeal and Resolution:

1. If the individual is not satisfied with the Executive Director's decision he/she may submit a written appeal to the Library Materials Committee of the Library Board of Trustees. The Library must receive such an appeal within thirty (30) days after the receipt of the Executive Director's letter.
2. The Library Materials Committee shall consider the appeal and make a recommendation regarding the appeal to the Library Board of Trustees.
3. The individual will be informed of the Library Board's action regarding his/her appeal within thirty (30) days or following the next regularly scheduled Board meeting, whichever is later.
4. The Library Board of Trustees is the final authority in determining whether an item is retained.



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Information about the Item *(Please print legibly):*

Title: _____

Author: _____

Date of publication: _____ Have you read, viewed or listened to the entire item?

Type of Material *(circle the one that applies):*

Book

Video Recording

Musical Recording

Spoken Word Recording

Magazine

Newspaper

Other _____

Contact Information *(Please print legibly):*

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Please complete both pages of this form.

You will receive a written response in approximately 90 days.

For further information, please see the attached "Reconsideration of Library Materials Regulations."

For Library use only:

Date form received by staff: _____ Library Location: _____

Staff member receiving form: _____

Date form sent to Collection Development Coordinator: _____

Date form received by Collection Development Coordinator: _____

Date response sent by Executive Director: _____

Nature of Concern (Please print legibly):

1. To what in the material do you object? Please be as specific as possible. You may want to cite pages and/or sections. (If additional space is needed, please attach another sheet.)

2. Why do you object to this material?

3. What action would you prefer that the Library take regarding this material?

Signature

Date

Please return this form to the Library location nearest you or send it to:

**Collection Development Coordinator
Greenville County Library System
25 Heritage Green Place
Greenville, SC 29601-2034**