

**LINCOLN CITY LIBRARIES  
LINCOLN, NEBRASKA**

**POLICY TITLE:**           **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**PURPOSE:**               This policy establishes the request for reconsideration process.

**IMPLEMENTATION:**   Lincoln City Libraries welcomes residents of the City of Lincoln and Lancaster County to communicate expressions of opinion concerning materials acquired for the Library collection. Requests to remove or reclassify materials will be considered within the context of the policies set forth in the Materials Selection Policy.

Procedural rules:

- An item will be reviewed only once within a five-year period unless the content has undergone major revisions.
- A limit of three requests per person per year
- One active request per person at a time

A resident is encouraged to first address a concern about library materials with a staff person. Anyone who wishes to request a specific item be reconsidered or reclassified must complete and sign the Request for Reconsideration of Library Resources form. The completed form will be forwarded to the Library administrative office for review. While under reconsideration, library materials will remain in circulation.

Requests for Reconsideration will result in expenses to the library in the form of staff time, the potential purchase of additional copies of the title for committee members to review, and any other resources needed for the committee to evaluate the title being reconsidered.

The following steps will occur:

- A staff-led Request for Reconsideration Committee will review the request and make a recommendation to the Library Director, who will provide a written decision to the requestor within 60 days of original receipt.
- A person who receives an unsatisfactory decision may appeal to the Library Board by notifying the Director in writing within 30 days.
- The Library Board will then render a decision within 60 days of receipt of appeal.

**REVIEWED BY LAW:**   November 8, 2023

**ADOPTED BY LIBRARY BOARD:** December 19, 2023