



LOUTTIT LIBRARY
274 Victory Highway
West Greenwich, RI 02817
(401) 397-3434

RECONSIDERATION OF LIBRARY MATERIALS: Procedure

Reconsideration of Library Materials Procedure:

The Library Director, in consultation with members of the *Selection Committee*, shall review the work about which a request for reconsideration has been made. The *Selection Committee* is comprised of the Assistant Director/Youth Collection Buyer and the Adult Collection Buyer and/or the Head of Circulation.

Evaluation Procedure: The *Selection Committee* shall obtain critical reviews of the work from professional resources, and shall read/view/listen to the work if they are unfamiliar with it. Following the criteria of the *Louttit Library Materials Selection Policy*, they shall make a decision about the disposition of the work, and the Director shall inform the patron of that decision. The patron shall be given an opportunity to discuss the work further if they wish.

If the patron is dissatisfied with the resolution, the patron may request that it be brought before the Board of Trustees, who will follow the same Evaluation Procedure.

Patron Signature: _____ Date: _____

Patron Name:

Only signed forms will be considered. All requests will be forwarded to the Library Director.