



D-002

## **Richmond Heights Memorial Library REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

Richmond Heights Memorial Library welcomes comments and suggestions regarding the continued appropriateness of materials, displays, presentations, and events. All public suggestions will be considered in the ongoing process of collection development. See the Library's [Collection Development Policy D-004](#) for additional information.

Individuals may take issue with library resources that do not support their tastes and views. Staff is available to discuss concerns and identify alternate resources that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written [request for consideration of materials](#) may be submitted to the Library Director. Copies of this [form](#) are available at the Library.

The Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or subject covered by the material. No materials will be knowingly added to the Library Collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. No more than one item may be considered per completed challenge form. The patron submitting the request must be a resident of Richmond Heights Library District. The Director will respond in writing within thirty days of receipt to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. This written response will also be submitted to the Library Board of Trustees with patron identifying information redacted. Board of Trustees meeting minutes may be found on the Library's website.

A resource will only be evaluated for reconsideration once in a twelve-month period.

*Adopted by the RHML Library Board of Trustees March 12, 2001  
Revised and adopted by Board of Trustees, March 2014 and June 2023*