

Reconsideration of Materials Procedure

The Board of Trustees and the Executive Director of the Dodge City Public Library recognize that the diversity of the collection may offend some patrons, which will result in complaints. While it is our wish to discuss all complaints with the patron and resolve the matter, the following procedure has been developed to hear those complaints in a formal session if needed:

- Individuals or groups wishing to protest the presence of an item(s) in the collection will fill out up to three (3) reconsideration forms that are to be given to the Executive Director. The party making the complaint must be eligible to receive a Dodge City Public Library card and have read, listened to, or watched the entire material in question. All materials in question must be returned with the Reconsideration Forms to the library for review.
- The Director, upon receiving the complaint, will review the materials and send a written response to the complaint within a reasonable time limit, considering the length of the material(s). The Director will inform the complainant of the estimated time in which they should expect an answer.
- If the complainant wishes to carry out their objections further, the filled-out Reconsideration Forms will be taken to the Board of Trustees at their next regularly scheduled meeting.
- The complainant may appear before the board if desired. The board will reply with a written response to the complaint within a reasonable time limit, considering the length of the material(s). The board will inform the complainant of the estimated time in which they should expect an answer. No item shall be removed from the library collection without court order if the Board of Trustees and Director deem it appropriate for the collection.
- Library materials may only be reconsidered once every two years. Example: The GayBCs by M.L. Webb was put through the reconsideration process in September 2023 and is ineligible to be reconsidered until September of 2025.

Reconsideration of Materials Request Form

Dodge City Public Library

The Dodge City Public Library adheres to the principles of Intellectual Freedom outlined in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement put forth by the American Library Association. Patrons may only submit three (3) Reconsideration Forms per review period.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Individual represents: _____ Self or Dependent (circle one)

Name of Organization (if applicable): _____

- Title of material on which you are commenting:

- Did you read, view, listen to and/or use the entire resource? Yes () No ()

(See Collection Development Policy)

- Page number(s)/chapters(s)/tract(s)/etc. of objectionable material or specific examples:

- Reasons you find this resource objectionable:

- What do you request that the Dodge City Public Library's Board of Trustees do with this resource?

- What review(s) have you seen of this resource?

- Additional comments: