



# Request for Reconsideration Policy

## Park County Public Library

An individual who is concerned about the appropriateness of items on the list below or is unsatisfied with the response from an informal discussion with a library staff member about library resources, programs, exhibitions, or displays may choose to make a formal request for reconsideration of the work in question provided they meet requirements of this policy.

- Library materials or resources
- Library programs and library-sponsored programs
- Library exhibitions
- Library displays

### Request Eligibility

- Only individuals who reside in Park County are eligible to submit a written request for reconsideration to the library director by completing a Request for Reconsideration Form
- Anonymous or incomplete requests will not be accepted.
- A separate Request for Reconsideration Form must be submitted for each library material, resource, program, exhibition, or display.
- Request forms may be delivered to a library staff person at any PCPL location, submitted online at <http://parkcounty.colibraries.org/>, or sent via U.S. mail at:

Park County Public Libraries  
Library Manager  
PO Box 592  
Fairplay, CO 80440

### Request Review Process and Resolution

Upon receipt of a valid Request for Reconsideration Form, the Library Manager will appoint a staff committee to review and evaluate the request using the Collection Development Policy criteria. A committee member will contact the individual to acknowledge receipt of the form and discuss the request. Programs, exhibitions, or displays under reconsideration will not be canceled, paused, or modified during the process, and library materials or resources under reconsideration will not be removed from the collection.

After its evaluation, the committee recommends a written response to the request to the Library Manager. The Library Manager decides on a resolution for the request based on the committee's recommendation and sends a written response to the requestor within 30 business days of the date the request is received. The request and the Manager's decision will be issued to the Park County Public Advisory Board of Trustees and become public records. The Library Manager's decision regarding a reconsideration request is final.

**Adopted by the Park County Public Library Advisory Board of Trustees (DATE:)**