**RECONSIDERATION OF LIBRARY MATERIALS POLICY**

The Gloucester Lyceum & Sawyer Free Library selects library materials according to our Collection Development Policy. Our goal is to offer a diversity of ideas and opinions in the materials we select. We endorse the principles of intellectual freedom as expressed in the

American Library Association Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>

as well as its Freedom to Read Statement <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

and its Freedom to View Statement

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

Parents or guardians are responsible for their children’s reading and their use of the library.  The library staff does not act in loco parentis.

The Library always welcomes the expression of opinions by our users.  We recognize that library users may have differences of opinion about the suitability of certain library materials and may object to some of these materials.  In order to voice their opinions, Cape Ann (Essex, Gloucester, Rockport and Manchester-by-the Sea) residents are welcome to fill out a Request for Reconsideration of Library Materials form listing their concerns.  This form will be reviewed in accordance with the following policy:

1. Cape Ann residents (the "Resident") may request reconsideration of a specific title(s) to be included in the Library collection. Anonymous requests will not be considered.
2. Within 30 days of such request, the Library Director will render a decision and communicate the decision to the Resident by first class mail.
3. The Resident will have 30 days from the date of the decision to appeal to the President of the Board of Trustees by letter addressed to the Board President c/o the Library.
4. The Board President will schedule a hearing for the next regularly scheduled Board meeting for which the agenda has not yet been posted.
5. At the hearing the Resident will have 15 minutes to make their presentation, with additional time allowed for questions from the Board for a maximum hearing of 30 minutes in duration. Any additional time permitted beyond the allotted hearing time will be solely in the Board President's discretion. Any questions or comments for the Board at large shall be directed to the Board President only unless in response to a question from one of the Board members. Any materials provided by the Resident will become part of the hearing record.
6. At the conclusion of the hearing the Board President will close the record and declare that the Board will take the matter under advisement.
7. No action will be taken to remove or restrict access to any materials until a final decision has been made by the Library.
8. The Board's decision will be sent to the Resident by certified mail as soon as is reasonable in the circumstances, but in no event later than 60 days following the close of the hearing.
9. The Board's decision shall remain in effect for a period of three (3) years.
10. The Board will report its final decision to the American Library Association Office for Intellectual Freedom (OIF) using its Challenge Reporting form.

Approved by the Board of Trustees April 7, 2015

Amended by the Board of Trustees March 22, 2022

Amended by the Board of Trustees December 15, 2022

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**GLOUCESTER LYCEUM & SAWYER FREE LIBRARY**

**Name  (please print )                                                                                 Address**

**Phone Number                                                                               Email Address**

**Do you represent                            ☐ yourself or**

**☐  an organization**

**Name of organization**

**Work to be reconsidered**

**Author/Producer**

**Format                                                                                           Date of publication**

**What concerns you about the work?**

**Have you read, watched or listened to the entire work?**

**Do you have a suggestion for another work or works as a substitute?**

**Signature                                                                                                       Date** .