

Training Outline for Requests for Reconsideration

Introduction:

Every citizen of your community has a right to request that you reconsider a decision you make regarding selection of or placement of a book or other item in the collection. They do not, however, have the right to remove an item from that collection. That decision rests with your governing body and in accordance with your library's written policy and procedures.

Exercise:

Intellectual Freedom Questionnaire (from Censorship: A Guide for Successful Workshop Planning, Oryx Press, 1984)

Discussion:

- How might your personal feelings impact your response to a concerned citizen?
- What do you do if you agree with the citizen's concern?
- How do you reconcile your personal and professional views?

Exercise:

Review your library's selection materials policy, Request for Reconsideration Form and procedures for handling requests.

Discussion:

- How does your library's selection policy support intellectual freedom?
- Can you explain this policy in a clear, understandable way?
- Do you know what procedures to follow if approached by a concerned citizen?
- Are you comfortable following these procedures?
- Do you know where to find a copy of the Request for Reconsideration form?

Exercise:

Case study examples

Discussion:

How would you handle this situation?

Supporting Documents:

- Local selection policy
- Local procedures for handling requests for reconsideration
- Request for Reconsideration Form