

**Mexico-Audrain County Library District
Reconsideration Request Form**

Mexico-Audrain County Library District (MACLD) values the opinions of its community of users. Both MACLD library card holders and other individuals who live within the library district are free to express opinions or concerns about specific library materials. Please note that the presence of materials in the library collection does not indicate that MACLD endorses the content of the items. Materials are purchased using standard evaluation methods outlined in the MACLD Collection Development Policy. This policy is based on established national guidelines which support intellectual freedom, confidentiality, and privacy for all library users.

The choice of library materials accessed by a library user is an individual matter. While a user may reject materials for personal use, one may not restrict access to those materials by other library users. Responsibility for library materials selected and accessed by children and adolescents rests with their parents or legal guardians.

Procedures have been developed by MACLD to assure that requests for reconsideration of the presence or placement of materials in the MACLD collection are handled in an attentive, consistent, and timely manner. Once a decision has been made, the requester will be notified in writing.

Date _____ Library Branch _____

Requester's Full Name _____

Requester's Library Card Number _____

Requester's Address _____

Street

City

Zip

Requester's Phone Number or Email Address _____

Requester represents: ☐ self ☐ other: _____ ☐ organization: _____

Material: ☐ Book ☐ Audiobook ☐ Magazine ☐ Video ☐ Music ☐ Electronic Resource ☐ Other

Author _____

Title _____

Publisher _____

Have you read/viewed/listened to the entire item? ☐ Yes ☐ No Why or why not?

Why do you object to this item? (Please be specific and indicate page numbers if applicable)

What action would you suggest be taken regarding the item in question?

Withdraw it from library shelves? _____

Do not permit it in the children's department? _____

Do not permit my child to sign it out? _____

Other _____

In the place of this item, would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? _____

Do you wish to make an oral presentation to the Library Board? _____

If yes, contact the Library Director to be added to the meeting agenda and read the attached Policy for Public Participation at Board Meetings.

For Library Use Only:

Form received by (staff member): _____

Date received: _____

To be completed at Mexico Headquarters:

Item reviewed in one of the following journals: Booklist, Forecast, Library Journal, Publishers Weekly

Date item was added to collection: _____

Number of times circulated: _____

Action recommended (including the reason for the recommendation):

If system-wide action is recommended, date all branches were informed. _____

Director or their designee's signature:

Name: _____

Title: _____

Date: _____

Date when recommended changes are complete: _____

Policy for Public Participation at Board Meetings

The public is invited to attend all meetings of the Mexico-Audrain County Library Board of Trustees except those designated as executive (closed) session.

Members of the public are welcome to address comments to the Board as set forth below:

1. Members of the public may request that an item be considered for placement on the agenda by contacting the Director of the Mexico-Audrain County Library at least ten (10) days in advance of the meeting.
2. Public comment is allowed at regular meetings of the Board of Trustees unless otherwise noted on the agenda.
 - a. A "Patron concerns/Public comment" section will be included on the agenda and is an opportunity for members of the public to speak.
 - b. When "Patron concerns/Public comment" is noted under a specific agenda item, comments should be limited to that specific topic.
 - c. All comments must be relevant to the operation of the Mexico-Audrain County Library District.
 - d. The Board may schedule a special listening session(s) designated for community input if a large number of requests to address the Board are received.
3. Each person desiring to be heard, when recognized by the Presiding Officer, shall state his or her name and address before commenting.
 - a. Priority of comments is given to:
 - i. Library Cardholders
 - ii. Residents of the Library District
 - iii. All other individuals wishing to address the Board.
 - b. At no time will the Board hear personnel comments during the public comments portion of a meeting because personnel matters are generally confidential. Please contact the Board in writing regarding personnel comments.
4. Each person may speak up to three (3) minutes.
 - a. The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of the volunteer Board members.
 - b. The Presiding Officer will start the timer when the speaker begins and the speaker should conclude their remarks in the allotted amount of time.
 - c. The total time devoted to public comment shall not exceed 15 minutes.
 - d. At the discretion of the Presiding Officer, and if time allows, a speaker may be granted additional time to finish a presentation. If a large number of people are present to comment on the same topic, the Presiding Officer may ask or require them to select a spokesperson for the group.
In addition, the Board may adjust the total time for comment and/or may reduce the time allotted for each speaker.
 - e. Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.
5. Speakers are asked to be courteous in their presentation. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious, derogatory of persons, businesses or organizations, or which include language that is unlawful. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.
6. The Board of Trustees does not generally respond to public comments during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues but is not intended for the Board to conduct a dialogue or debate with the public.

These rules may be suspended by motion and majority vote of the Board.

Policy approved: 11/2022