

SOUTH WINDSOR PUBLIC LIBRARY
MATERIALS RECONSIDERATION POLICY

1. The Library Director or Librarian-in-Charge will provide the person requesting reconsideration with a copy of the Library's Collection Development Policy.
2. The Library Director or designated Librarian-in-Charge will ask the person requesting reconsideration to fill out a form detailing objections to the materials. If the person declines, no action need be taken.
3. The completed form will be referred to the Library Director, who may ask appropriate staff to investigate and recommend action.
4. The Library Director will notify the person requesting reconsideration of what action, if any, will be taken.
5. If the person disagrees with the action, he or she may request that the Library Board of Directors review the decision.
6. The decision of the Library Board of Directors will be final.

