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**Board of Trustees Work Session**  
**Tuesday, October 10, 2023, 6:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

- |   |      |
|---|------|
| 1. Call to Order  | 6:00 |
| 2. Collection Development Policies Revisions & Discussion | 6:01 |
| 3. Next Meeting – November 21, 2023                       | 6:54 |
| 4. Adjournment  | 6:55 |

October 10, 2023

## DRAFT Great River Regional Library (GRRL)

### ~~GRRL~~

## 500 Collection Development Policies

### Introduction

Chapter 1. [Collection Goals](#)

[Chapter 2. Collection Principles](#)

~~Chapter 2. Selection~~

Chapter 3. [Intellectual Freedom](#)

~~Gifts~~

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### Introduction

GRRL develops, organizes, ~~preserves~~ and makes available to the public a ~~useful~~ collection of books, [media](#) and information resources. ~~The purpose of this policy is to inform the Collection Development strives to ensure that public monies are spent wisely so that the library can provide relevant materials in sufficient supply to meet public demand and GRRL staff about~~ [make the principles that guide library a dependable resource for most people most of the selection of library resource](#) ~~time.~~

### Chapter 1. Collection [Goals](#)~~Principles~~

[The library strives to be a resource for people in GRRL's communities to find trusted information they need to thrive.](#) The goals of the [GRRL](#) collection are:

- [supporting](#) ~~to support~~ the library's mission, vision and strategic framework,
- ~~by~~ providing free and equal access to materials and resources,
- [meeting](#) ~~that meet~~ the evolving learning, information, education and [cultural](#) ~~entertainment~~ needs of [all of the people in](#) GRRL's [region](#) ~~communities.~~

### [Chapter 2. Collection Principles](#)

The library recognizes that within its six county region there are communities, groups and individuals with [varied](#) ~~widely diverse~~ interests, backgrounds, ages, ethnic and cultural heritages, social values, educational levels and reading abilities. ~~This~~ The diversity ~~in~~ [of](#) community interests [and needs](#) requires a [collection that spans a broad spectrum](#) ~~wide range~~ of subjects and [presents various perspectives,](#) [ranging](#) ~~the presentation of multiple points of view varying in treatment~~ from the [straightforward](#) ~~simple~~

to the ~~intricate~~ ~~complex~~. The library ~~aims~~ ~~strives~~ to ~~build~~ ~~create~~ and ~~sustain an inclusive~~ ~~maintain a broad~~ collection that ~~mirrors~~ ~~reflects~~ this diversity and encompasses both popular works and works of lasting value.

## Chapter 3. Intellectual Freedom~~2~~

GRRL recognizes its responsibility to make available a selection of resources on subjects of interest to its users. This includes materials that cover various perspectives of controversial topics, enabling patrons to form their own opinions.

Monitoring the reading and viewing of a minor or ward is entirely the responsibility of their parents, guardians or designated caregivers. Each individual and family is free to apply their personal values when choosing materials for themselves. The values of one individual or family may not be imposed on another.

The library is a forum for all points of view, and is rooted in the principles of intellectual freedom and freedom of speech as articulated in the First Amendment of the U.S. Constitution. The library is guided by the Library Bill of Rights, Freedom to Read, and Freedom to View policy statements as adopted by the American Library Association.

See also Administration Service Chapter 4A. Intellectual Freedom

See also Security Chapter 3 Unattended Children and Vulnerable Adults

## Chapter 4. Selection

### 4A~~2A~~. Responsibility for Selection

Ultimate responsibility for selection of materials and managing the allocation of ~~securing and allocating~~ funds for this purpose ~~materials~~ rests with the Executive Director. The Executive Director, ~~who~~ operates within the framework of budgets, policies, goals and objectives determined by the Board of Trustees. The Executive Director delegates ~~will delegate~~ authority to interpret and apply these ~~the~~ policies on a ~~in~~ daily basis ~~operation~~ to the Associate Director - Collection Development and/or to staff members responsible for material selection. In carrying out these duties, library staff exercise professional judgment. In cases where unique challenges arise, staff will seek guidance from ~~of materials. Unusual problems will be referred to~~ the Executive Director. for resolution. ~~The word materials as it occurs in this policy has the widest possible meaning; hence it is implicit that every format, language and treatment may be included, except as noted elsewhere.~~

Selection is intended to build a ~~means of~~ collection that aligns with ~~development to meet~~ patron needs. Selection ~~and~~ does not necessarily reflect the opinions or values of the individual selector, or of the individual members of the GRRL Board of Trustees, or the Great River Regional Library as a whole.

### 4B~~2B~~. General Criteria for Selection

Materials are selected on the merits of the content as a whole and without regard to the personal history of the author, composer or producer. Each work is considered on its own merit. To develop and maintain an excellent collection, resources materials are evaluated on ~~according to one or more of~~ the following criteria.

An item may be included or excluded on ~~any~~ one or more of the following criteria:

- ~~• Requests by GRRL users~~
- ~~• Availability~~ Present and suitability ~~potential relevance to community needs and/or local interest~~
- ~~Suitability~~ of physical, digital or electronic form for public library use
- ~~• Suitability of subject and style for intended audience~~
- Cost, in relation to the wise use of available resources
- Present and anticipated relevance to community needs and/or local interest
- Relation to the existing collection and to other material on the subject
- Requests by GRRL users
  - Policy, budget, and shelving space may limit the ability of GRRL to provide all requested materials
  - Requests will be considered equitably for purchase using the established selection procedures and the Collection Development Policy
- Reviews ~~Favorable information in published critical reviews~~ or bibliographies in trade publications such as Booklist, Kirkus, and School Library Journal

~~GRRL recognizes resources of other libraries in the area and will consider state and national holdings of materials when making retention decisions.~~ No library is able to purchase all materials needed by its patrons; therefore, GRRL participates in the MNLINK and OCLC interlibrary loan programs as a lender and borrower. ~~See also Patron Services Policy Chapter 1D. Interlibrary Loan.~~  
See also Patron Services Policy Chapter 1D. Interlibrary Loan

## 4C

### ~~2C. Patron Requests~~

~~Patrons may request that specific library materials be purchased for the collection. Requests will be considered for purchase using the established selection procedures and the Collection Development Policy. Policy and budget may limit the ability of GRRL to provide all requested materials. Whenever possible, Interlibrary Loan will be offered for items GRRL does not purchase. Patrons may be notified if requested material is not selected or cannot be made available when possible.~~

### ~~2D. Cataloging and Placement of Library Materials~~

GRRL participates in a library community that agrees on standards for cataloging and classification that enable greater resource sharing and accessibility through electronic access. ~~The Dewey Decimal Classification as currently in national use shall be the classification system for the library's materials.~~

The majority of items in the collection ~~are shared between all GRRL libraries and will not be assigned to a specific library.~~ ~~but will instead float between all GRRL libraries.~~ A ~~shared floating~~ item's location will automatically be changed to the library where the item is checked in, allowing even the smallest library to see a refreshed collection. ~~Some~~ ~~A small number of~~ items may be assigned ~~to individual libraries as nonfloating~~ at the discretion of Collection Development staff. Materials purchased with gift funds designated for a specific GRRL location may be assigned to that location ~~for a period of time,~~ ~~but will also be available for use by all GRRL patrons.~~

#### 4D. Placement of Library Materials and Resources

Materials are organized in collections as a guide to help patrons find what they need. However, categorizing materials by the intended audience does not guarantee that a specific item will be appropriate for all people in that age group. Determining intended audience includes consulting the publisher's marketing materials, reviews in trade publications, industry standards, and other relevant tools.

GRRL does not apply labels to materials to indicate approval or disapproval of their content. Library materials and resources will not be restricted by the possibility that they might be accessed by children. It is the responsibility of parents, guardians, or designated caregivers to oversee the access of library materials by children.

Library resources may be featured or displayed within the library or on the library's website. Placing materials on display does not constitute an endorsement by Great River Regional Library of the views expressed in the material.

See also Administrative policy 4A Intellectual Freedom

See also Security Chapter 3 Unattended Children and Vulnerable Adults

#### ~~4E2E.~~ Relationships with Library ~~Resource~~ ~~Materials~~ Vendors, Publishers and Authors

~~Purchasing~~ ~~Acquisitions~~ and selection decisions are made in a manner most efficient and cost effective for GRRL. Vendors, publishers and authors may submit written or electronic information for consideration, ~~but~~ GRRL does not ~~engage in purchases~~ ~~select~~ through unsolicited materials ~~previews or preview;~~ processes that require ~~return of materials not selected;~~ or meetings with sales representatives. ~~Due to the volume of requests received, GRRL will not directly follow up with vendors or authors regarding purchasing inquiries. Materials sent to or given to GRRL for purchase consideration will be treated as donations and will not be acknowledged or returned.~~

#### Given ~~Chapter 3. Gifts~~

~~All gift materials must meet~~ the ~~substantial volume of requests received, GRRL cannot engage~~ ~~Collection Development Policy criteria guidelines~~ in ~~direct follow-ups with vendors or authors regarding purchasing inquiries. Materials submitted~~ ~~order to or provided~~ ~~be added~~ to ~~GRRL for potential purchase~~

consideration will be regarded as donations and, as such, will not be formally acknowledged or returned.

#### 4F. Gifts

~~the collection.~~ GRRL welcomes gifts of library materials or money to buy materials, but reserves the right to use and dispose of gift materials and funds as seems appropriate for current needs. GRRL may choose to decline donated materials, especially if they come with specific conditions, such as a request for special collection status or unique circulation rules.

All gift materials must meet Collection Development Policy selection criteria in order ~~GRRL may choose to be added to the collection. Accepting~~ decline donated materials does not guarantee they will become part of ~~particularly those which impose preconditions, such as special collection status, or special circulation rules. If materials are accepted, there is no commitment by GRRL to add the items to the~~ GRRL collection. ~~Items may be sold if not needed in the collection.~~ GRRL is unable to provide notification to donors regarding the status of their donated materials, nor can we return items ~~to donors~~ if they are not selected for inclusion in the collection. Items that are not needed or suitable for the collection may be sold or otherwise disposed of by GRRL. ~~addition to the collection.~~

### Chapter 5.4. Collection Management

Collection Management is the systematic evaluation of the collection designed to facilitate the repair or withdrawal of library materials ~~damaged, unused or obsolete materials from the collection. GRRL staff members perform continuing analysis of the use of the collection, the needs and interests of the community, request lists, the availability of similar materials, cost and physical condition of specific volumes. These factors will be considered in determining the number of copies of each title GRRL should have and when an item should be replaced, repaired, or withdrawn. Selection staff will review all final copy removals to determine local, regional or national value. A title may be retained if it is deemed valuable on one of these levels.~~

### Chapter 5. Controversial Subjects/Items

~~The overall purpose of a work is the chief criterion of selection. Materials which have the dominant purpose of appealing to prurient interest are not included in the GRRL collection. Materials which contain unorthodox language or frank treatment of certain situations and which may be objectionable to some people may be selected if they provide accurate information and/or portray realistic or well-drawn characters and situations in the context of the genre.~~

~~Materials are selected on the basis of the content as a whole and without regard to the personal history of the author, composer or producer. Each work is considered on its own merit.~~ An item may be withdrawn from the library's collection when it meets one or more of the following criteria:

- Damaged
- Factually inaccurate or obsolete
- No longer in demand as evidenced by circulation history

- [Superseded by a newer edition or newer titles on the topic](#)

[Collection Development staff will review all final copy removals to determine local, regional or national access. A title may be retained if it is deemed valuable on one of these levels.](#)

## [Chapter 6. Reconsideration of Library Resources](#)

[GRRL will reconsider any material in its collection upon written request from a patron on a Request for Reconsideration form. The Request for Reconsideration Form may also be used if a requested item is not selected for the collection. Submission of a Request for Reconsideration will result in a written response.](#)

~~GRRL recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions such as religious, social, political or economic topics to enable patrons to make up their own minds about controversial subjects. Library materials will not be marked or identified by GRRL to show approval or disapproval of the contents. Materials will not be sequestered except for the purpose of protecting them from damage or theft. GRRL does not promulgate particular beliefs or views; nor is the selection of any given material equivalent to endorsement of the author's views. GRRL tries to provide materials representing all approaches to public issues, including those of a controversial nature. GRRL is aware that one or more persons may take issue with the selection of any specific item, and will consider any expression of opinion by patrons. However, GRRL does not undertake the task of pleasing all patrons by the elimination of items selected after due deliberation under guidance of the policies expressed herein. To provide a resource where individuals may examine many points of view and make their own decisions is one of the most important purposes of any public library.~~

~~Since GRRL has a responsibility to protect the rights of all patrons, it does not limit the scope of its collection; neither are materials placed in restricted areas because some individual may object to their accessibility. Although library staff offer guidance in the selection of materials, monitoring the reading and viewing of children is entirely the responsibility of their parents or legal guardians.~~

### ~~The~~ [6A. Process](#)

[GRRL recognizes that a patron may have concerns about a library resource. A concerned patron who is dissatisfied with informal discussions with staff will be offered a Request for Reconsideration form. The form must be completed to initiate a formal review. The resource in question will remain in place during the review process.](#)

- [1. The patron may initiate a Request for Reconsideration with the public service staff at any branch library. The Request for Reconsideration form must be filled out in its entirety and any supporting documentation that the patron wishes the library to consider must be included with submission.](#)

~~Individuals wishing is a forum for all points of view and adheres to~~ [submit a Request for Reconsideration form must have an active library card with Great River Regional Library. An](#)



individual may have no more than two active reconsideration requests in process at one time. Forms must be submitted to staff at any branch library. Mailed or emailed forms will only be considered if individual submitting is homebound.

2. The form is forwarded to the Reconsideration Panel Chair. The Executive Director appoints members of the Reconsideration Panel from the GRRL staff annually. The Chair of the Reconsideration Panel will acknowledge receipt of the request for reconsideration within fifteen (15) business days and provide information on next steps.
3. The Reconsideration Panel will meet quarterly to review any Requests for Reconsideration received at least fifteen (15) business days before the scheduled meeting and review supporting documentation. The Collection Development Librarian will provide the panel with a summary on the material being reconsidered, including the rationale for its initial selection, if known. The panel will consider the work as a whole, its cataloging, classification and First Amendment implications.
4. The Reconsideration Panel, at its sole discretion, may request additional information or conversations with the individual as they consider the request.
5. The Reconsideration Panel will respond within fifteen (15) business days of their quarterly meeting regarding a decision on the request. All Reconsideration Panel decisions require the final approval of the Associate Director - Collection Development or their designee.
6. If the patron is unsatisfied with the Reconsideration Panel's decision, the patron has fifteen (15) business days to notify the Reconsideration Panel Chair in writing to appeal the decision.
7. The Associate Director - Collection Development will acknowledge receipt of the appeal within fifteen (15) business days and provide information on next steps.
8. A conference to discuss the decision with the patron will be scheduled with the Associate Director - Collection Development and Executive Director to review the Reconsideration Panel's decision.
9. If a conference is not desired by the individual or the individual does not cooperate with scheduling the conference within fifteen (15) business days, the appeal will be considered abandoned.
10. The Associate Director - Collection Development and Executive Director will provide a response within fifteen (15) business days ~~principles~~ of the conference.
11. If the patron is unsatisfied with the conference decision, the patron has fifteen (15) business days to notify the Executive Director in writing that they want to appeal to the GRRL Board. The

Executive Director will notify the patron of the date of the next regular GRRL Board meeting.

12. The GRRL Board will discuss forming a special Review Committee to address the appeal at the next regular GRRL Board meeting. Initiating a Review Committee requires a majority vote of the Board. This decision is not subject to appeal.

13. If formed, the Review Committee will consist of the Board President, Executive Director, Associate Director – Collection Development, Reconsideration Panel chair and two (2) GRRL Board members appointed by the Board President. The Review Committee will meet within thirty (30) days to review and make a final decision on the appeal. The Executive Director, with approval by the Board President, will send notice within fifteen (15) business days of the Review Committee’s decision.

14. The decision of the Review Committee is final and remains in effect for a period of five (5) years, barring any changes to state or federal statutes that would void the decision.

## Chapter 7. Definitions

Library resources: The phrase library resources as it occurs in this policy has the widest possible meaning and includes materials of every format, language and treatment.

Interlibrary Loan: Resources obtained from outside the GRRL region.

## Chapter 8. Supporting Documents

First Amendment; ~~intellectual freedom as expressed in the~~ Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement ~~policy statements as adopted by the American Library Association.~~

~~GRRL will reconsider any material in its collection upon written request from a patron on a Request for Reconsideration form. The Request for Reconsideration Form may also be used if a requested item is not selected for the collection. Submission of a Request for Reconsideration will result in a written response. See also Administration Policy Chapter 4A. Intellectual Freedom.~~

Approved Date: 03/20/07

Effective Date: 03/20/07

Revised Date: 05/11/10, 03/20/12, 03/19/19, 11/21/23

# DRAFT Great River Regional Library (GRRL) 500 Collection Development Policies

## Introduction

### Chapter 1. Collection Goals

### Chapter 2. Collection Principles

### Chapter 3. Intellectual Freedom

### Chapter 4. Selection

### Chapter 5. Collection Management

### Chapter 6. Reconsideration of Library Resources

### Chapter 7. Definitions

### Chapter 8. Supporting Documents

## Introduction

GRRL develops, organizes, and makes available to the public a collection of books, media and information resources. The purpose of this policy is to inform the public and GRRL staff about the principles that guide the selection of library resources.

## Chapter 1. Collection Goals

The library strives to be a resource for people in GRRL's communities to find trusted information they need to thrive. The goals of the GRRL collection are:

- supporting the library's mission, vision and strategic framework,
- providing free and equal access to materials and resources,
- meeting the evolving learning, information, education and cultural needs of all of the people in GRRL's region.

## Chapter 2. Collection Principles

The library recognizes that within its six county region there are communities, groups and individuals with varied interests, backgrounds, ages, ethnic and cultural heritages, social values, educational levels and reading abilities. This diversity in community interests and needs requires a collection that spans a broad spectrum of subjects and presents various perspectives, ranging from the straightforward to the intricate. The library aims to build and sustain an inclusive collection that mirrors this diversity and encompasses both popular works and works of lasting value.

## Chapter 3. Intellectual Freedom

GRRL recognizes its responsibility to make available a selection of resources on subjects of interest to its users. This includes materials that cover various perspectives of controversial topics, enabling patrons to form their own opinions.

Monitoring the reading and viewing of a minor or ward is entirely the responsibility of their parents, guardians or designated caregivers. Each individual and family is free to apply their personal values when choosing materials for themselves. The values of one individual or family may not be imposed on another.

The library is a forum for all points of view, and is rooted in the principles of intellectual freedom and freedom of speech as articulated in the First Amendment of the U.S. Constitution. The library is guided by the Library Bill of Rights, Freedom to Read, and Freedom to View policy statements as adopted by the American Library Association.

See also Administration Service Chapter 4A. [Intellectual Freedom](#)

See also Security Chapter 3 [Unattended Children and Vulnerable Adults](#)

## Chapter 4. Selection

### 4A. Responsibility for Selection

Ultimate responsibility for selection of materials and managing the allocation of funds for this purpose rests with the Executive Director. The Executive Director operates within the framework of budgets, policies, goals and objectives determined by the Board of Trustees. The Executive Director delegates authority to interpret and apply these policies on a daily basis to the Associate Director - Collection Development and/or to staff members responsible for material selection. In carrying out these duties, library staff exercise professional judgment. In cases where unique challenges arise, staff will seek guidance from the Executive Director.

Selection is intended to build a collection that aligns with patron needs. Selection does not necessarily reflect the opinions or values of the individual selector, individual members of the GRRL Board of Trustees, or the Great River Regional Library as a whole.

### 4B. General Criteria for Selection

Materials are selected on the merits of the content as a whole and without regard to the personal history of the author, composer or producer. Each work is considered on its own merit. To develop and maintain an excellent collection, resources are evaluated on the following criteria.

An item may be included or excluded on one or more of the following criteria:

- Availability and suitability of physical, digital or electronic form for public library use
- Cost, in relation to the wise use of available resources
- Present and anticipated relevance to community needs and/or local interest
- Relation to the existing collection and to other material on the subject
- Requests by GRRL users
  - Policy, budget, and shelving space may limit the ability of GRRL to provide all requested materials

- Requests will be considered equitably for purchase using the established selection procedures and the Collection Development Policy
- Reviews or bibliographies in trade publications such as Booklist, Kirkus, and School Library Journal

No library is able to purchase all materials needed by its patrons; therefore, GRRL participates in the MNLINK and OCLC interlibrary loan programs as a lender and borrower.

See also [Patron Services Policy Chapter 1D. Interlibrary Loan](#)

#### 4C. Cataloging

GRRL participates in a library community that agrees on standards for cataloging and classification that enable greater resource sharing and accessibility through electronic access.

The majority of items in the collection are shared between all GRRL libraries and not assigned to a specific library. A shared item's location will automatically be changed to the library where the item is checked in, allowing even the smallest library to see a refreshed collection. Some items may be assigned to individual libraries at the discretion of Collection Development staff. Materials purchased with gift funds designated for a specific GRRL location may be assigned to that location for a period of time.

#### 4D. Placement of Library Materials and Resources

Materials are organized in collections as a guide to help patrons find what they need. However, categorizing materials by the intended audience does not guarantee that a specific item will be appropriate for all people in that age group. Determining intended audience includes consulting the publisher's marketing materials, reviews in trade publications, industry standards, and other relevant tools.

GRRL does not apply labels to materials to indicate approval or disapproval of their content. Library materials and resources will not be restricted by the possibility that they might be accessed by children. It is the responsibility of parents, guardians, or designated caregivers to oversee the access of library materials by children.

Library resources may be featured or displayed within the library or on the library's website. Placing materials on display does not constitute an endorsement by Great River Regional Library of the views expressed in the material.

See also Administrative policy 4A [Intellectual Freedom](#)

See also Security Chapter 3 [Unattended Children and Vulnerable Adults](#)

#### 4E. Relationships with Library Resource Vendors, Publishers and Authors

Purchasing and selection decisions are made in a manner most efficient and cost effective for GRRL.

Vendors, publishers and authors may submit written or electronic information for consideration. GRRL does not engage in purchases through unsolicited materials previews or processes that require meetings with sales representatives.

Given the substantial volume of requests received, GRRL cannot engage in direct follow-ups with vendors or authors regarding purchasing inquiries. Materials submitted to or provided to GRRL for potential purchase consideration will be regarded as donations and, as such, will not be formally acknowledged or returned.

#### 4F. Gifts

GRRL welcomes gifts of library materials or money to buy materials but reserves the right to use and dispose of gift materials and funds as seems appropriate for current needs. GRRL may choose to decline donated materials, especially if they come with specific conditions, such as a request for special collection status or unique circulation rules.

All gift materials must meet Collection Development Policy selection criteria in order to be added to the collection. Accepting donated materials does not guarantee they will become part of the GRRL collection. GRRL is unable to provide notification to donors regarding the status of their donated materials, nor can we return items if they are not selected for inclusion in the collection. Items that are not needed or suitable for the collection may be sold or otherwise disposed of by GRRL.

## Chapter 5. Collection Management

Collection Management is the systematic evaluation of the collection designed to facilitate the repair or withdrawal of library materials.

An item may be withdrawn from the library's collection when it meets one or more of the following criteria:

- Damaged
- Factually inaccurate or obsolete
- No longer in demand as evidenced by circulation history
- Superseded by a newer edition or newer titles on the topic

Collection Development staff will review all final copy removals to determine local, regional or national access. A title may be retained if it is deemed valuable on one of these levels.

## Chapter 6. Reconsideration of Library Resources

GRRL will reconsider any material in its collection upon written request from a patron on a Request for Reconsideration form. The Request for Reconsideration Form may also be used if a requested item is not selected for the collection. Submission of a Request for Reconsideration will result in a written response. GRRL is aware that one or more persons may take issue with the selection of any specific item, and will consider any expression of opinion by patrons. However, GRRL does not undertake the task of pleasing all patrons by the elimination of items selected after due deliberation under guidance of the policies expressed herein.

## 6A. Process

GRRL recognizes that a patron may have concerns about a library resource. A concerned patron who is dissatisfied with informal discussions with staff will be offered a Request for Reconsideration form. The form must be completed to initiate a formal review. The resource in question will remain in place during the review process.

1. The patron may initiate a Request for Reconsideration with the public service staff at any branch library. The Request for Reconsideration form must be filled out in its entirety and any supporting documentation that the patron wishes the library to consider must be included with submission.

Individuals wishing to submit a Request for Reconsideration form must have an active library card with Great River Regional Library. An individual may have no more than two active reconsideration requests in process at one time. Forms must be submitted to staff at any branch library. Mailed or emailed forms will only be considered if individual submitting is homebound.

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3. The Reconsideration Panel will meet quarterly to review any Requests for Reconsideration received at least fifteen (15) business days before the scheduled meeting and review supporting documentation. The Collection Development Librarian will provide the panel with a summary on the material being reconsidered, including the rationale for its initial selection, if known. The panel will consider the work as a whole, its cataloging, classification and First Amendment implications.
4. The Reconsideration Panel, at its sole discretion, may request additional information or conversations with the individual as they consider the request.
5. The Reconsideration Panel will respond within fifteen (15) business days of their quarterly meeting regarding a decision on the request. All Reconsideration Panel decisions require the final approval of the Associate Director - Collection Development or their designee.
6. If the patron is unsatisfied with the Reconsideration Panel's decision, the patron has fifteen (15) business days to notify the Reconsideration Panel Chair in writing to appeal the decision.
7. The Associate Director - Collection Development will acknowledge receipt of the appeal within fifteen (15) business days and provide information on next steps.

8. A conference to discuss the decision with the patron will be scheduled with the Associate Director - Collection Development and Executive Director to review the Reconsideration Panel's decision.
9. If a conference is not desired by the individual or the individual does not cooperate with scheduling the conference within fifteen (15) business days, the appeal will be considered abandoned.
10. The Associate Director - Collection Development and Executive Director will provide a response within fifteen (15) business days of the conference.
11. If the patron is unsatisfied with the conference decision, the patron has fifteen (15) business days to notify the Executive Director in writing that they want to appeal to the GRRL Board. The Executive Director will notify the patron of the date of the next regular GRRL Board meeting.
12. The GRRL Board will discuss forming a special Review Committee to address the appeal at the next regular GRRL Board meeting. Initiating a Review Committee requires a majority vote of the Board. This decision is not subject to appeal.
13. If formed, the Review Committee will consist of the Board President, Executive Director, Associate Director – Collection Development, Reconsideration Panel chair and two (2) GRRL Board members appointed by the Board President. The Review Committee will meet within thirty (30) days to review and make a final decision on the appeal. The Executive Director, with approval by the Board President, will send notice within fifteen (15) business days of the Review Committee's decision.
14. The decision of the Review Committee is final and remains in effect for a period of five (5) years, barring any changes to state or federal statutes that would void the decision.

## Chapter 7. Definitions

**Library resources:** The phrase library resources as it occurs in this policy has the widest possible meaning and includes materials of every format, language and treatment.

**Interlibrary Loan:** Resources obtained from outside the GRRL region.

## Chapter 8. Supporting Documents

First Amendment; Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement

Approved Date: 03/20/07

Effective Date: 03/20/07

Revised Date: 05/11/10, 03/20/12, 03/19/19, 11/21/23