



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
November 19, 2019
6:30 p.m.

1) **Call to Order**

2) **Roll Call** **Commission Members:** Fred Batt _____ Julie Moore _____
Maureen Gagliardi _____ Mary Sessarego _____
Ann Marie Hutto _____ Colleen Shannon _____
Jamie Lopez _____

3) **Approval of Minutes**

a. October 15, 2019

4) **Business from the Floor**

5) **Reports & Presentations**

a. Monthly Statistics – October 2019

6) **New Business**

a. Review of Library Closure Schedule for 2020

7) Old Business

- a. Folsom Public Library Rules of Conduct
- b. Collection Development Policy

8) Library Tour

9) Teen Liaison Report

10) Library Director's Report

11) Commissioner Comments

12) Adjournment

Notice: Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address Commission on an issue which is not on this agenda, when the Chair asks if there is any **"Business from the floor,"** you may address the Commission at this time. Please limit your comments to three minutes or less.

As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission.

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability – related modification or accommodation to participate in this meeting, please contact the library at 916-461-6130. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Any documents produced by the city and distributed to the Library Commission regarding any item on this agenda will be made available at the Folsom Public Library located at 411 Stafford Street, Folsom, California during normal business hour.

LIBRARY COMMISSION MINUTES
Regular Meeting
October 15, 2019

1) **Call to Order**

The meeting was called to order at 6:31 p.m. by Commission Chair Hutto.

2) **Roll Call**

Present: Commissioners: Batt, Hutto, Moore, Sessarego.

Absent: Commissioners: Gagliardi, Lopez, Shannon.

3) **Approval of Minutes**

Commissioner Sessarego referred to the Friends of the Folsom Library book sale total earnings in the September minutes and commented that the Friends Bookstore was kept open during the book sale for the first time this year raising around \$400.

Commissioner Batt moved to approve the September 17, 2019 Minutes as written.
Commissioner Moore seconded. Motion carried.

AYES: Commissioners: Batt, Hutto, Moore, Sessarego.

NOES: Commissioners: None.

ABSENT: Commissioners: Gagliardi, Lopez, Shannon.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) **Reports & Presentations**

- a. Library Director Lori Easterwood presented the September 2019 statistics. Library Director Easterwood highlighted the four percent increase in all items checked out/renewed. Library Director Easterwood responded to comments and questions from the Library Commission about the Folsom Public Library's statistics compared to other local libraries of similar size and demographic.

6) **New Business**

- a. Library Director Lori Easterwood presented the draft Collection Development Policy and invited the Library Commission for input. The Library Commission asked questions and discussed their thoughts about the policy. Library Director Easterwood responded to comments and questions from the Library Commission. Library Director Easterwood discussed the procedure if an item is ever formally requested for reconsideration. Library Director Easterwood also discussed the deselection of items and collection maintenance process. The Collection Development Policy will be reviewed by city legal staff; and the Library Commission will approve the finalized document at a future meeting.

7) **Teen Liaison Report**

Teen Liaisons Kaleena Benjamin and Kenzy Mohamed reported on the following:

- At the last Teen Library Council meeting, teens created posters for the Teen Retro Movie Night and helped with cleaning tasks around the library.
- The Teen Retro Movie Night on October 11 featured *Beetlejuice*; fourteen teens attended this event, which was a good turnout. Next month the film will be *Back to the Future*.

Teen Liaisons responded to questions from the Library Commission.

8) **Library Director's Report**

Library Director Lori Easterwood reported on the following:

- Sensory Storytime is a new program Youth Services is testing out. This storytime is targeted for children ages 3-9 with autism or other sensory processing needs. Currently, this storytime is only offered once a month.
- Community Service Day was a great success at the library. Several hundred letters were written for the military care packages, and the library was thoroughly cleaned!
- Amanda Perez, Andrew Tweet, and Lori Easterwood will be attending the Harwood Public Innovation training funded by the California State Library at Sacramento Public Library on November 8. The method taught focuses on turning outward into the community and running community conversations. Staff can use this training to help lead future discussions about a new library with the Folsom Plan Area community.

9) **Commissioner Comments**

Commissioner Moore suggested discussing library fines again. She recommended a more in-depth discussion of each type of fine; receiving feedback from Sacramento Public Library about their fine policy change experience would also be helpful when discussing fines again. Other commissioners agreed with Commissioner Moore's suggestion, and Library Director Easterwood stated she will make library fines a reoccurring discussion on future agendas.

Commissioner Batt mentioned he sends pictures of the Folsom Public Library calendar to his children in other cities to show all the great programs this library offers.

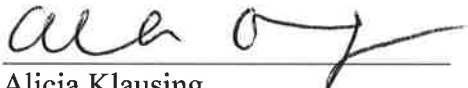
Commissioner Sessarego noticed the new white curb for dropping books into the book return and is happy about the change.

Library Director Easterwood said the current Fire Chief approved the change from a Fire Lane to an Outdoor Book Return Only zone.

Commissioner Hutto loves seeing so many programs for children. Also, the variety of all the programs offered each month is terrific.

10) **Adjournment**

Meeting adjourned at 7:15 p.m.



Alicia Klausung
Secretary to the Library Commission



	Sep 2019	Oct 2019	Oct 2018	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	50,938	51,014	49,299	214,982	207,176	4%
Folsom items checked out or renewed system wide	60,804	61,614	58,654	256,155	245,666	4%
eBook/eAudio/eMagazine items checked out	3,382	3,198	2,877	14,038	10,369	35%
Self check usage	54%	53%	54%	54%	53%	2%
Database Sessions (Ebsco, Mango)	657	737	1,112	2,281	2,744	-17%
Public Computer Sessions	2,403	2,611	2,269	10,469	9,418	11%
Website Visits	12,247	12,277	9,523	51,749	38,381	35%
Library visits	23,562	24,201	22,750	95,197	94,897	0%
New library cards issued	396	259	298	1,506	1,498	1%
Reference questions	1,753	1,770	1,341	7,120	6,380	12%
Number of items loaned to other libraries	6,435	6,901	5,978	26,753	24,605	9%
Number of items borrowed from other libraries	5,944	6,027	6,276	24,879	26,413	-6%
Items added (physical items)	1,716	1,583	1,514	5,706	5,763	-1%
eItems added - Northnet Consortium	193	273	95	1,258	1,179	7%
eItems added - Folsom only	75	66	52	143	210	-32%
Volunteer hours worked:	94	101	114	391	402	-3%
Shelving	122	148	191	1,014	1,096	-7%
Library Programs	142	181	281	664	856	-22%
Miscellaneous	358	430	586	2,069	2,354	-12%
Total	27/270	30/336	21/319	108/1124	79/1111	37%/1%
Adult	4/56	8/103	8/84	17/312	15/252	13%/24%
Teen	60/2225	74/2576	70/2485	213/9603	186/8519	15%/13%
Youth	4/192	3/26	4/506	13/427	12/910	8%/-47%
Outreach	7/204	8/525	5/96	15/729	12/388	25%/88%
Tours	102/2947	123/3566	108/3490	366/12195	304/11180	20%/9%
Total						

Total Items in Collection: 95,363

Total Items in Digital Collection (Folsom & Consortium): 37,453

Total Registered Borrowers: 34,308

DATE: November 13, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF LIBRARY CLOSURE SCHEDULE FOR 2020**

BACKGROUND/ISSUE

Each year, the City of Folsom closes its offices to observe various holidays in the same manner as most other financial, governmental, and educational institutions. The City Council approves and codifies these holidays in the various employee group Memoranda of Understanding.

In addition to observances of City holidays, the library will be closed Easter Sunday, April 12, 2020. The library will also close at 5 p.m. (instead of 8 p.m.) on Wednesday, November 25, 2020 (the evening before Thanksgiving).

ANALYSIS

Staff has developed a closure schedule that honors both the traditional holiday dates and the Memoranda of Understanding with the library's employee group. Included in this closure schedule are Easter Sunday, April 12, 2020, and the evening closure of Wednesday, November 25, 2020. Attachment 1 presents the closure dates.

ATTACHMENTS

1. Library Closure Schedule 2020

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the Library Closure Schedule for 2020 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director

**Library Closure Schedule
2020**

Date	Day	Reason
January 1, 2020	Wednesday	New Year's Day
January 20, 2020	Monday	Martin Luther King Day
February 17, 2020	Monday	Presidents' Day
April 12, 2020	Sunday	Easter
May 25, 2020	Monday	Memorial Day
July 4, 2020	Saturday	Independence Day
September 7, 2020	Monday	Labor Day
November 11, 2020	Wednesday	Veterans Day
November 25, 2020	Wednesday	Close at 5 p.m.
November 26, 2020	Thursday	Thanksgiving Day
November 27, 2020	Friday	Day After Thanksgiving
December 24, 2020	Thursday	Christmas Eve
December 25, 2020	Friday	Christmas Day
December 31, 2020	Thursday	New Year's Eve

OLD BUSINESS
Agenda Item No. 7a.
Library Commission Meeting: 11/19/2019

DATE: November 13, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **FOLSOM PUBLIC LIBRARY RULES OF CONDUCT**

Library Director Lori Easterwood will present the Folsom Public Library Rules of Conduct.

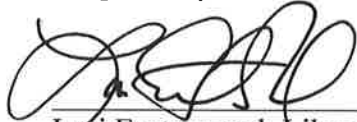
ATTACHMENTS

1. Folsom Public Library Rules of Conduct

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents this information to the Library Commission for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director

Folsom Public Library Rules of Conduct

The Folsom Public Library is committed to provide a safe, clean, and pleasant place for reading, learning, and other library activities. By entering into the Folsom Public Library and/or using the library's facilities and services, you are acknowledging and agreeing to comply with the following Rules of Conduct. Nothing herein is intended to interfere with the lawful exercise of rights protected by the California Constitution or the United States Constitution, or to supersede the application of any law.

Library Safety and Respect

The following conducts or activities are prohibited:

1. Engaging in disruptive or unsafe behavior, including but not limited to interfering with library employees in the performance of their duties, or obstructing, harassing, threatening, or intimidating others, or damaging public or private properties.
2. Entering non-public areas without authorization.
3. Damaging library property, including but not limited to vandalizing walls, structures, fixtures, restrooms, equipment or damaging or making any attempts to damage computer equipment or alter library computer software configurations.
4. Engaging in sexual misconduct such as, for example, sexual assault, sexual battery, indecent exposure, unwelcomed touching, annoying, harassing, or offending another person with sexual remarks or graphic display, or photographing or videotaping another person without consent for sexual gratification, and viewing or printing pornographic materials.
5. Bringing weapons of any kind onto library property.
6. Possessing and/or using illegal drugs and/or alcohol. Law enforcement will be summoned to escort library visitors exhibiting signs of being under the influence of alcohol or illegal drugs out of the library.
7. Smoking of any substance or using tobacco products, vapor or e-cigarette products in the library. Charging of battery-powered portable electronic smoking devices in the library is prohibited.
8. Creating excessive noise that may disturb or tend to disturb the peace or good order of other library visitors or staff, including but not limited to the use of loud, unnecessary and unusual voice, cell phones, pagers, headphones, and other communication, audio and electronic devices unless such use is part of the official library program or otherwise authorized by library staff.
9. Entering the library with strong-scented perfume or personal hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or bringing unsanitary belongings that interfere with the use and enjoyment of the library by other visitors or with the functioning of library staff.
10. Entering the library without wearing shoes and garments that cover the upper and lower torso of a person's body. Removal of shoes or garments covering a person's upper and lower torsos while in the library is prohibited.

11. Recording, photographing, or filming persons in the library without prior consent from the Library Director (and/or City of Folsom film permit as required) and from the person(s) being recorded, photographed or filmed.
12. Refusing to leave library premises at closing time or trespassing at any time.
13. Engaging in any activity prohibited by law.
14. Failing to comply with instruction or direction of library staff performing their duties in the library.

Library Spaces and Resources

The following conducts or activities are prohibited:

15. Lying down, sleeping or appearing to be sleeping in the library.
16. Using library restrooms or drinking fountains for bathing, shaving, or washing clothes.
17. Using library restrooms for purposes other than going to the restroom.
18. Obstructing library space, aisles, doorways, stairs, furniture, electrical outlets, or equipment to the exclusion of other library visitors or staff.
19. Panhandling, soliciting, distributing, or selling merchandise, or conducting personal business transactions inside the library.
20. Petitioning and signature-gathering outside the library but on library premises must be conducted in compliance with law, without interference with pedestrian movement or free flow of traffic, and in areas designated by the Library Director.
21. Bringing bicycles, shopping carts, or other large wheeled conveyances inside the library. Wheelchairs, strollers, and mobility devices are permitted inside the library if used as transportation for, or as a mobility device by, a disabled individual or a parent visiting the library with a minor child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried (not used) while on library property. Bicycles should be parked in designated bicycle racks.
22. Bringing any animal into the library, except for service animals that are trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of official library program may be allowed in library facilities with permission of the Library Director. Service-animals-in-training, emotional support, therapy, comfort or companion animals are not considered service animals under the ADA and are not permitted inside the library. The handler of the service animal is responsible for the care and supervision of the service animal in the library and on library premises. The library is not responsible for supervising or providing care to service animals.
23. Adults using areas designated for children or teens, attending programs for children or teens, or using computers designated for children or teens without being accompanied by a child or teen in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens for scholarly, literary, journalistic and other lawful purposes with prior permission and authorization of library staff.

Unattended Children

The Folsom Public Library provides a welcoming environment that encourages children to visit the library, use library collections and services, and attend library programs. Library staff are available to assist and support children with their use of library resources. However, the library is not responsible for children who are left unattended on library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the library.

Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. They are advised that children, like all library users, are expected to comply with the library's "Rules of Conduct" and a child who violates those rules may be asked to leave library premises. Parents, guardians and/or caregivers must inform themselves as to scheduled library closing times and be aware that a library facility sometimes may have to close unexpectedly due to emergencies or safety issues and operational needs. It is the responsibility of parents, guardians and/or caregivers to let their children know what they should do if they must leave the library.

Library staff may call the police or other appropriate agency if a child is left unattended when a library facility closes or if a child otherwise appears to be at risk.

OLD BUSINESS
Agenda Item No: 7b.
Library Commission Meeting: 11/19/2019

DATE: November 13, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **COLLECTION DEVELOPMENT POLICY**

Library Director Lori Easterwood will present the Collection Development Policy.

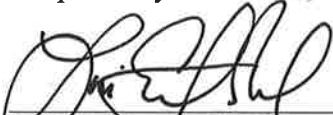
ATTACHMENTS

1. Collection Development Policy
2. Request for Reconsideration of Library Materials

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents this information to the Library Commission for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director

COLLECTION DEVELOPMENT POLICY

Folsom Public Library's mission is to inspire lifelong learning, enrich lives, and connect our diverse community.

SCOPE OF THE COLLECTION

The primary responsibility of Folsom Public Library is to serve the citizens of Folsom by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials are selected to aid individuals, groups and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

In order to enhance the collection, Folsom Public Library facilitates interlibrary loans, and is partnered with four other library systems for loan of physical materials: Sacramento Public Library, Woodland Public Library, Sutter County Public Library and Colusa County Public Library. A consortium of NorthNet libraries allows for expanded access to e-audiobooks and e-books. Zip Books, a California State Library funded project, allows Folsom Public Library to purchase some items for the collection as requested by patrons.

INTELLECTUAL FREEDOM & ACCESS

The Folsom Public Library considers reading, listening, and viewing to be individual, private matters. The library encourages full and unrestricted access to information by everyone to further their learning, growth, and the exercise of their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will be respected. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association (ALA). (See RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS below)

SELECTION RESPONSIBILITY

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. The

library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

SELECTION CRITERIA

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Material is not excluded because of the race, color, nationality, religion, age, gender, gender identity, sexual orientation, marital status, disability or political affiliation and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

General criteria for selecting print material include, but are not limited to:

- Patron interest and demand.
- Historical significance of author or subject.
- Timeliness of material.
- Local emphasis.
- Diversity of viewpoint.
- Budgetary considerations.
- Authority and accuracy.
- Literary merit.
- Cultural influence.

WORLD LANGUAGES

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Selection is focused on languages that are actively used and can be purchased, cataloged and accessed within the library's budgetary constraints.

LOCAL AUTHORS AND SELF-PUBLISHING

Authors who live locally may donate one copy of their book to be considered for addition to the Local Author collection. The library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the library become the property of the library and may not be returned to the donating party. Items not added to the collection may be disposed of in accordance with City policy.

AUDIO, VISUAL, AND OTHER NON-PRINT FORMATS

Additional criteria:

- Technical quality of production.
- Artistic merit.

DVD Collection Guidelines

The Folsom Public Library maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries.

The following selection criteria are considered when evaluating DVDs for purchase and inclusion in the collection:

- Budgetary constraints.
- Age of production and timeliness.
- Awards and critical acclaim.
- Broad community appeal and popularity.
- Cultural influence.

Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. Due to budgetary constraints, it is not feasible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.

GIFTS – DONATION OF MATERIALS POLICY

Many non-profit and charitable organizations are friends to libraries throughout our region. Locally in Folsom, the Friends of the Folsom Library (a library support organization) accepts donations of books and other material in good condition. Some items may be given to the library by the Friends of the Folsom Library for addition to the library collection. Other items are sold in the Friends Book Store or at book sales to generate funds for future donation to the library. The Friends of the Folsom Library may give a receipt for donated materials. Donated materials added to the library must meet the same selection criteria as purchased materials. The Friends of the Folsom Library is a separate and independent legal entity not affiliated with the City of Folsom or the Folsom Public Library. Nothing herein constitutes, and none is intended to constitute, support or endorsement by the City or the Library for the Friends of the Folsom Library.

Because of limitations of space, money and staff time, the library reserves all rights to accept or discard any donated materials.

DESELECTION AND COLLECTION MAINTENANCE

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary, and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use. "Last copy" status is not a consideration.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition.
- No longer relevant to the needs and interest of the community.
- Infrequent use and lack of demand.
- Availability elsewhere including other libraries and online.
- Out-of-date information.
- Materials in the format are no longer collected.

Deselected items may be may be disposed of in accordance with City policy.

CONTROVERSIAL MATERIALS

Individual items, which in and of themselves may be controversial to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection and the effectiveness of the library's ability to serve its community.

RECONSIDERATION OF MATERIALS

Persons concerned about a book or material in the library collection may fill out and submit a Request for Reconsideration of Library Materials form with written explanation of the objections or concerns.

The library staff considers each request for reconsideration in terms of the criteria outlined in this Collection Development Policy, the principles of the ALA LIBRARY BILL OF RIGHTS, the CHALLENGED MATERIALS interpretation of the LIBRARY BILL OF RIGHTS, printed reviews, and other appropriate sources.

RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS

Freedom to Read (ALA)

Library Bill of Rights (ALA)

Diversity in Collection Development (ALA)

Free Access to Libraries for Minors (ALA)

Freedom to View (ALA)

Labels and Rating Systems (ALA)

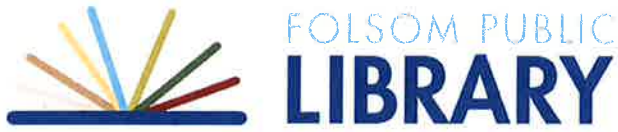
Evaluating Library Collections (ALA)

Challenged Materials (ALA)

Reconsideration of Materials – Procedure

Persons concerned about a book or materials in the library collection may fill out and submit a Request for Reconsideration of Library Materials form with written explanation of the objections or concerns. The following actions will be taken:

1. A copy of the form and the material in question will be sent to the Library Director.
2. A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within two weeks of receipt by the Library Director.
3. A minimum of three library staff will convene and consider the request, evaluating the material based on content, circulation, awards and reviews, and make a recommendation about the work.
4. The Library Director will review the staff recommendation, make a determination on the request, and forward a copy of the Library Director's decision to the requesting party.
5. Anyone dissatisfied with the Library Director's decision may appeal to the City Manager pursuant to Section 2.08.060 of the Folsom Municipal Code.
6. During this process the material in question shall remain in the active collection.
7. A copy of all Requests for Reconsideration, and associated correspondence shall be retained for 3 years.
8. A report of every material challenged will be made to the American Library Association.



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Folsom Public Library supports the American Library Association's Library Bill of Rights and also values the community members' right to express their concerns regarding materials that are a part of the library's collection. Anyone concerned with an item in the library's collection may request that the item be re-evaluated by completing and submitting this form to the library staff. Once the completed form has been submitted, the Library Director will appoint a committee to review the request, evaluate the appropriateness of the material, and make recommendation to the Library Director. The Library Director will review the committee's findings, make a determination with respect to the request, and forward the Director's decision to the requesting party. Anyone dissatisfied with the Library Director's determination may appeal to the City Manager pursuant to Section 2.08.060 of the Folsom Municipal Code.

Please respond to the following:

A. Description of item concerned:

Check one: Book Magazine/Newspaper Video/DVD
 Cassette/CD Other (Describe)

Author/Artist: _____

Title: _____

Publisher or Distributor: _____

B. Questions about the item:

1. What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed).

2. Did you read/view/hear the entire work? Yes No

If not, what parts did you read/view/hear? _____

3. Have you read any published reviews of this item? Yes No

If yes, please give name and date of publication: _____

4. What would you like the library to do about this item? _____

5. Do you have a recommendation for an alternative to this item? _____

C. In order to respond to your request, we need the following information:

Your name: _____

Address: _____

Telephones: Day _____ Evening _____

E-mail address: _____

Representing: Self Organization (Name) _____
 Other (Identify) _____

D. Signature of person submitting the Reconsideration Form:

_____ Date _____

E. Signature of Library staff member receiving the Reconsideration Form:

_____ Date _____

F. Library Director's Determination:

Check one: Keep Remove Other:

Library Director's Signature: _____ Date _____