**Request for Reconsideration Policy**

The MPL will respond to any concern from users about library materials owned by MPL (defined as items with a Missoula Public Library stamp). No item shall be removed or restricted because of a complaint except in accordance with these procedures.

If the Library has been previously presented with a Request for Reconsideration of a specific title and determines, according to policy, that the item will remain in the Library’s collection, that item shall not be requested to be reconsidered again for one year from the date of the Library’s final decision regarding said title.

This procedure will be followed:

1. If a user has concerns about an item owned by the library, staff members will ask if they would like to file a request for reconsideration. Requests for reconsideration must be in writing on the approved form. Telephone calls, rumors and conversations are not sufficient to initiate action. Staff will not engage in any informal discussions about complaints or concerns.
2. If so, staff will give them a reconsideration packet. Reconsideration packets will be available at the Montana Room desk and will contain the following items:
   1. The Request for Reconsideration Form
   2. The Library Collection Development Policy
   3. The Request for Reconsideration Policy
   4. The Library Bill of Rights
   5. The Freedom to Read Statement
   6. The Freedom to View Statement
3. The user will fill out and sign the Request for Reconsideration Form and give it to a staff member or mail it to the Director. Separate forms must be filled out for each item the user wants reconsidered. All Request for Reconsideration Forms received by staff will be forwarded to the Director or person acting in their absence.
4. Within two working days, the Director or person acting in their absence will acknowledge, in writing, receipt of the form. Request for Reconsideration Forms that are not fully completed will not be reviewed.
5. Within two working days, the Director or person acting in their absence will give the Request for Reconsideration Form to the Review Committee, which shall be made up of the following:
   1. ??
   2. ??
   3. ??
   4. ??
   5. ??
6. The Review Committee will have one month to review and discuss each item. In the event that multiple items are submitted for reconsideration, the committee will review no more than one item at a time. In this case, users will be advised that their requests will be handled over multiple months.   
     
   Committee members should review the item in its entirety and may consult with the Director or selection staff to get more information about the item. Requests for reconsideration should be considered in terms of the Library's materials selection policy, the principles of the Library Bill of Rights, and the opinions of the various reviewing sources used in materials selection. Any meetings of the Review Committee during the initial review process shall be closed.
7. The copy or copies of the challenged materials will remain available to the public until disposition is determined.
8. At the end of the month, or beforehand if done working, the Review Committee will make a recommendation for maintaining, withdrawing, or reshelving the item. This recommendation will be forwarded to the Director.
9. Within two working days of receiving the recommendation, the Director will respond to the user in writing and inform them of the library’s decision.
10. The user will have seven working days to appeal the Director’s decision to the Library Board.
11. Board Members will have no more than two months to review the item in its entirety. Regularly scheduled board meetings may be used to consult with the Director or selection staff to get more information about the item.
12. At a regularly scheduled board meeting, the Board will vote on maintaining, withdrawing, or reshelving the item. This decision is final.
13. All Request for Reconsideration forms will be filed with the Director for purposes of record keeping and reference.
14. If a challenged item is retained, the library will not reconsider the same item for one calendar year.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_