**Request for Exhibit/Display Reconsideration Policy**

The MPL will respond to any concern from users about displays or exhibits in the library. No exhibit or display 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 exhibit/display and determines, according to policy, that the exhibit/display will remain, a request for reconsideration for the same exhibit/display shall not be reconsidered.

This procedure will be followed:

1. If a user has concerns about an exhibit/display in 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 with the person requesting reconsideration.
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 Exhibit/Display Reconsideration Form
   2. The Community Exhibit Space Policy OR the Library Exhibit Space Policy
   3. The Request for Exhibit/Display 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 Exhibit/Display Reconsideration Form and give it to a staff member or mail it to the Director. Separate forms must be filled out for each exhibit/display the user wants reconsidered. All Request for Exhibit/Display 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 Exhibit/Display Reconsideration Forms that are not fully completed will not be reviewed.
5. If a complaint is brought against a community exhibit/display, the Director or person acting in their absence will notify the sponsoring organization of the complaint within two working days.
6. The Director or person acting in their absence will have seven days to review the exhibit/display. Requests for reconsideration will be considered in terms of the Community Exhibit Space Policy or Library Exhibit Space Policy, the principles of the Library Bill of Rights, and the opinions of either the librarian that reviewed community exhibit/display requests or the library staff who organized internal displays.
7. The exhibit/display will remain available to the public while the review is taking place.
8. At the end of the review period, or beforehand if done working, the Director or person acting in their absence will make a recommendation for maintaining or removing the exhibit/display.
9. 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. At a regularly scheduled board meeting, the Board will vote on maintaining or removing the exhibit if it is still up. This decision is final.
12. All Request for Exhibit/Display Reconsideration forms will be filed with the Director for purposes of record keeping and reference.

Approved on: