

Request for Reconsideration of Library Material

The Ontario City Library has developed the following procedures to formally address a city of Ontario resident's request to reconsider an item in the library's collection.

A resident requesting reconsideration of an item or items in the library's collection will be provided with a copy of the "Request for Reconsideration" form, which includes the library's Material Selection Policy. The form and policy are available on the library's website.

The resident fills out the form in its entirety and returns it to the library. Only forms that are completed in their entirety will be formally addressed.

A Request for Reconsideration can only be made by individual residents currently living within Ontario city limits. Groups or organizations may not submit a Request for Reconsideration.

A limit of one Request for Reconsideration may be submitted per month per individual resident. Requests for Reconsideration are limited to one item. Items in a series must be submitted individually.

The library will not re-evaluate an item that has undergone the reconsideration process within the last four years. Any decision made by the committee or Library Board of Trustees regarding the item will be maintained and upheld.

Upon submission, the Request for Reconsideration will be delivered to the Library Director. A written acknowledgement of receipt will be mailed to the individual resident within 14 business days of the submission with a time frame for which the determination will be made. The time frame will be commensurate with the length of the item. If the item has been reviewed within the last four years, the determination previously made will be shared with the resident by mail or by email.

For the purpose of providing a recommendation regarding the Request for Reconsideration, the Library Director shall form a review committee that consists of the following members:

- One Library Supervisor to be selected by the Library Director, who acts as a facilitator.
- Two library staff members, to be selected by the Library Supervisor serving on the review committee.
- The President of the Ontario City Library Board of Trustees.
 - If the President is unable to take part, the Vice President shall fulfill this duty. The Secretary and remaining board members may also fulfill this duty as needed.

The review committee shall meet within one week after formation to formulate a timeline of action.

Each member of the review committee shall review the item separately.

The review committee shall meet once more within the timeline to discuss recommendations.

The review committee shall use the following guidelines as authorities when making their final recommendation:

- Reading/viewing/listening to the item.
- Ontario City Library Material Selection Policy.
- Library journals and any relevant literary and review sources.
- Principles of intellectual freedom as outlined in the American Library Association's Library Bill of Rights and Freedom to Read statement.
- The library's mission, vision, and values statements.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the materials as a whole.

Although the item may be checked out by a staff member to prepare for review, the item will not be either temporarily or permanently removed from the library's collection during the review period.

The Library Supervisor serving on the committee shall write a recommendation based on the committee's discussion and submit it to the Library Director.

The Library Director shall, within 14 working days of the committee's recommendation, formally notify the resident by email and certified mail. This notification shall include both the committee's determination and the resident's right to appeal the committee's recommendation.

Requests for Reconsiderations are processed in order of receipt. For each Request for Reconsideration, a new review committee will be formed that will meet three weeks after the conclusion of the previous review and response.

Notice of Appeal: A notice of appeal to the decision may be made to the Ontario City Library Board of Trustees. The notice of appeal must be made in writing within 14 business days of the date the email and certified mail was sent. Two copies of such notice shall be filed: One to the Library Director and one to the Library Board President, c/o Ontario City Library, 215 East C Street, Ontario, CA 91764.

The Library Board will discuss the notice of appeal at the next available Ontario City Library Board of Trustees meeting, at which time the appellant may speak on behalf of the appeal.

Decision: The Library Board shall issue a written decision to the appeal within 60 days of the meeting. The Library Board shall have the power to affirm or reverse the written determination

or to remand it to the Library Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of review.

Retention. The original Request for Reconsideration, all correspondence, the review committee's written response, and any correspondence related to an appeal shall be retained under the procedures set forth in the City of Ontario's records retention policy.

Revised & adopted by

Ontario City Library Board of Trustees

November 14, 2023