

Patron's Request for Reconsideration of Library Material

The mission of the Rahway Public Library is to foster, enrich, and sustain life-long learning and literacy by providing and upholding the public's free access to vital information, services, and resources in a variety of formats and technologies. Through outreach and public participation, we will serve as a center and represent our diverse community by providing programs, creating forums, and establishing partnerships.

The purpose of this policy is to provide standards for the curation of library materials; establish criteria for removal of existing library materials; and provide protection against attempts to censor library materials.

Materials in the Library collection are selected by professional library staff in accordance with approved standards and guided by the basic principle of the Freedom to Read Act as set forth by the State of New Jersey and American Library Association—please see the [New Jersey Freedom To Read Act](#) and the [American Library Association's Freedom To Read Statement](#).

Any resident who is served by the public library or residents in a county or municipality where the library is situated may submit this request for reconsideration form to the library for the purpose of initiating a review of the material. A separate form must be submitted for each request.

Individuals must list their name, address, and contact information on the form and fill out the entire form.

Annually, at the January re-organization meeting, the Rahway Public Library Board of Trustees will create a Review Committee that will assess each request individually and provide their written report to the petitioner and the Library Board within 30 business days of receiving the request for reconsideration. .

The Review Committee will consist of;

- At least one member of the Library Board of Trustees
- A librarian employed by the library
- A non-librarian staff member familiar with library materials
- A representative selected by the Board of Trustees
- A resident of Rahway not otherwise affiliated with the library (provided this resident is not the individual who submitted the form)
- Any other members the Board of Trustees deems necessary

Changes to the review committee can be made by the Board of Trustees at any meeting if required.

Once the Review Committee has met and have determined their recommendations, the committee will present their report in writing to the petitioner and the library Board of Trustees within 30 business days of receiving the request. The Board of Trustees will assess the report and make a final determination on whether the material will be removed from the library collection.

If an item has been brought to the Library Review Committee for reconsideration and is found to be suitable to remain in the collection, the Review Committee will not consider that item again for a minimum of 365 days.

Author: _____

Title: _____

Publisher (if known): _____

Additional information about the item: _____

Request initiated by: _____

Telephone: _____ Email address: _____

Address: _____

Group you represent (if any): _____

If you need more room for any answer on this form, please continue on the back of this form.

1. Did you finish this material? (I.e. read the entire book/watch the entire film/etc?) If not, how much of it did you read?
2. What do you believe is the theme of this item?
3. What are it's positive features? What are it's negative features?
4. To what in this item do you object? (Please be specific – included pages and/or sections and/or timestamps)
5. What do you think will be the result of others reading/watching this item?
6. For what age group would you recommend this item?
7. Have you read the professional reviews of this item?

8. What would you like the library to do with this item?

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

Please return this form to any staff member at the library, by fax to 732-340-0393, or via email to info@rahwaylibrary.org.