

Request for Reconsideration of Library Services Policy

The Siuslaw Public Library District (SPLD) strives to provide access to a wide range of services to serve the needs of the library's patrons of all ages and backgrounds. "Library services" describes but is not limited to programs, policies, procedures, and displays. Siuslaw Public Library District policies are drafted and approved by the Siuslaw Public Library District's Board of Directors and implemented through procedures developed by the library director.

It is the goal of the SPLD to provide library services for the interest, information, and entertainment of all patrons. Library services will not be excluded because of the origin, background, or views of those contributing to their creation. Content created by or about state or federal protected classes will be protected in accordance with state and federal antidiscrimination laws. State and/or federal protected classes include race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information.

In developing programs, displays, and when drafting policies and procedures, SPLD upholds the American Library Association's Library Bill of Rights, the Freedom to Read, the Freedom to View, and the Free Access to Libraries for Minors statements. The Library will not impose restrictions on an individual's right to read, listen to, or view library materials based on its protected content as set forth in the First Amendment of the United States Constitution. This includes the right to encounter library materials and a wide variety of viewpoints through programs and displays produced by library staff or in co-sponsored activities.

In some cases, patrons may have concerns about a library service. Patrons are always encouraged to begin the process of questioning library services by speaking to the librarian who is responsible for the library service or to the library director. At any point, a patron can use the attached "Request for Reconsideration of a Library Service" form to begin a formal process for reviewing a library service. In order to make a request for reconsideration, the person completing the form must reside in the Siuslaw Public Library District's service area. The library service under review will be maintained as-is throughout the reconsideration process.

Process for the Reconsideration of Library Services

1. Upon receipt of a completed "Request for Reconsideration of a Library Service" form regarding any non-policy library service, the library director or their designee will review the library's mission and applicable policies to determine if the library service is in violation of those policies or the library mission. The library director/designee will respond to the patron with their determination within 30 calendar days of receipt of the "Request for

Reconsideration of a Library Service" form. The library director/designee will advise the patron that they may request that the Siuslaw Public Library District Board review the decision.

- a. Requests for the reconsideration of a library policy will be submitted directly to the SPLD Library Board of Directors for discussion at the next regular meeting of the Board. Members of the public, including any patron who has requested a reconsideration of a library service, are welcome to attend and to make public comment. The decision of the board will be communicated in writing to the patron who requested the reconsideration. The decision of the SPLD Board is final.
2. In the event of that the patron is unsatisfied by the decision of the library director or their designee in response to a "Request for Reconsideration of a Library Service" form regarding any non-policy library service, the patron may request, in writing or in person at a public meeting, that the Board review the decision of the library director/designee. At a public meeting, the SPLD Board will accept testimony from the library director/designee and the public regarding the service involved in the request for reconsideration. The SPLD Board will discuss the library service in public session and determine if the service in question is in accordance with policy and the library's mission. If the service is determined to be in accordance with SPLD policy and mission, the Board will vote to uphold the library service as-is.
3. If the SPLD Board determines that a library service is not compatible with SPLD policy and mission, the Board will direct the library director to make alterations that bring the library service into agreement with SPLD policy and mission.
4. All reconsideration determinations made by the SPLD Board will be communicated in writing to the patron who submitted the "Request for Reconsideration of a Library Service" form. The decision of the SPLD Board is final.

All reconsideration requests will be communicated by the library director to the Board. The library director will also report reconsideration requests to library professional organizations and the State Library of Oregon.

While SPLD supports each patron's right to request the reconsideration of library services, the District must also be a good steward of library resources. To that end, the following eligibility rules apply for patrons filing a "Request for Reconsideration of a Library Service" form:

1. Requestor must be a resident of the Siuslaw Public Library District service area.
2. Requests from groups or organizations will not be considered.
3. Each form can only be used to request reconsideration of one specific library service.

4. A maximum of *one* "Request for Reconsideration of Library Materials" form per month per person will be considered.
5. A fee to defray administrative costs may be required for consideration of more than *three* requests in 12 months from the same person.
6. Reviewed library services are exempt from reconsideration again for a period of *three* years. See library staff or website for a history of reconsidered library services.
7. Anonymous reconsideration requests or incomplete requests will not be accepted.

Adopted by Board of Directors: May 21, 2025