

Request for Reconsideration

When any patron objects to the presence or absence of any Library materials, presentation, event, or display, they are encouraged to discuss their concerns with Library staff. All complaints to staff members will be referred to a supervisor who will discuss the matter with the patron.

If the patron wishes, they will be supplied with the Request For Reconsideration form, appended hereto. Once an official Request for Reconsideration is received, the Director, along with the necessary Library staff, will examine or review the material, presentation, event, or display in question and determine whether it conforms to the standards of Library policy.

For materials reconsideration, the Library Director, with the Materials Selection Committee, will decide whether or not to add, withdraw or restrict the material in question and will write to the complainant giving reason for the decision. Decisions on reconsidered materials will stand for two years before new requests for reconsideration of those items will be entertained.

Any materials, presentations, events, or displays subject to a complaint shall not be removed pending final action.

Requests for Reconsideration forms will not be accepted unless they are filled out in their entirety.

Requests for Reconsideration are considered to be "library records" such that certain disclosure is prohibited by RSMO 182.817. All Requests for Reconsideration forms and any action taken by Library Staff will be shared with the Cape Girardeau Public Library Board of Trustees. However, only the names or titles of challenged materials, presentations, events, or displays, and the results of the review will be recorded in official Library Board minutes.

Adopted by the Library Board of Trustees June 6, 2023.



Request for Reconsideration

Date: _____ Type of reconsideration request: Material Presentation/Event Display

Request initiated by: _____

Request made on behalf of: Self Group or organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Library card number (if applicable): _____

What is the title of the item or presentation/event OR the subject of the display?

Please list the name of the author or event presenter OR the location of the display:

Have you read, viewed, or listened to the entire item OR attended the event? Yes No

Why or why not? _____

Continued on reverse →

Why do you object to this item, event, or display? (Please be specific and indicate page numbers for books, if applicable.)

What action would you suggest be taken regarding the item, event, or display in question?

In the case of library material(s), what title of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

Have you read the policy that applies to the [item](#), [event](#), or [display](#) in question? Yes No

Library policies may be accessed online at capelibrary.org/policies. Copies are also available by request at the Information Desk.

Per library policy, Request for Reconsideration forms will not be accepted unless they are filled out in their entirety.

Requester's signature: _____