GREATER VICTORIA PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION REVIEW PROCESS

Background Information

The Board's Collection Policy states that the Library strives to acquire and make available a wide range of materials to meet the informational, educational and recreational needs of various age groups and communities.

The Board is aware that some materials are controversial and may offend some patrons. The Board endorses the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries.

While the Board recognizes the right of any individual or group to reject material for personal use, it does not accord to any individual or group the right to restrict the freedom of others to make use of the same material.

Review Procedure

A written Request for Reconsideration may be made, using the prescribed form, in the event that an individual (member of the public, staff, etc.) has an objection to any of the selection decisions.

1. Complete the Request for Reconsideration form and return the form to any branch of the Library. The original Request is sent to the CEO; a copy is sent to the Senior Librarian, Collection Services.

2. The Senior Librarian, Collection Services or designate will gather information such as reviews, the length of time the item has been in the collection, number of copies, number of times the item has been checked out and any other pertinent information. This information is provided to Request for Reconsideration Advisory Group members.

3. The decision of the Request for Reconsideration Advisory Group will be provided to the complainant within one month.

4. The decision of the Request for Reconsideration Advisory Group may be appealed in writing to the CEO. A final request for reconsideration may be made to the Library Board.

REQUEST FOR RECONSIDERATION REVIEW PROCESS

Name (please print)* _____

Address _____

Library card number _____ Phone Number _____

If representing a group or organization, please specify _____

Title _____

Author/Producer _____ Circle format – book, magazine, DVD, CD, game, other

How was this item brought to your attention? _____

_____

Did you read, listen to, or view/play the entire item? Yes ◯ No ◯

If not, which parts did you review? _____

_____

To what do you object? Please be specific and give references to pages, scenes, etc. where applicable.

_____

_____

_____

In your opinion, does this item contain anything of value? Yes ◯ No ◯

What action are you recommending? _____

_____

I acknowledge I have read the Intellectual Freedom Policy and the Collection Policy ◯

Signature _____ Date _____

*Name and contact information collected solely for purposes of responding.

STAFF INSTRUCTIONS

Please indicate: Received by _____ Date _____ Branch _____

Please send to: ◯ Original – Office of the CEO ◯ Copy – Senior Librarian, Collection Services