

## REQUEST FOR REVIEW OF LIBRARY MATERIALS POLICY

User selection of library materials is an individual matter. Responsibility for a child's reading selections rests with the parent or guardian. Flagstaff City-Coconino County Public Library supports intellectual freedom and endorses the following intellectual freedom statements (attached): Library Bill of Rights (American Library Association) Freedom to Read (American Library Association) Freedom to View (Educational Film Library Association) A title, program or display will be reviewed only once a year unless it has had major revisions or the objection is materially different than a prior one in the same year. A separate Request for Review Form must be completed for each title, display or program.

Library patrons, defined as those who qualify for a permanent Flagstaff City-Coconino County Public Library card, requesting reconsideration of library material, displays or programs should complete the "Request for Review" form. This form is available at all branches of FCCCPL or may be obtained through the Director's Office. The "Request for Review" form should be submitted to staff who will submit it to the Library Director. The material, display or program will remain in its current state during the request review.

The Director will ask two professional librarians to evaluate, in accordance with the collection development policy, the material, program or display -that the request concerns. Evaluators will submit their written recommendations to the Director, who will decide based on the information received. Written evaluations will be kept on file according to retention schedules.

In reference to materials or displays, the process will result in maintaining the status, a change in location or reading level, or removal. In reference to programs, an offering may remain the same, have the target audience changed or be discontinued.

The Director will notify the patron of the decision within 60 days. If the individual is not satisfied with the action taken, he/she may appeal to the FCCCPL Library Board in writing

Attached is a copy of the Request for Reconsideration Form.



**REQUEST FOR REVIEW OF LIBRARY MATERIALS**  
**Flagstaff City-Coconino County Public Library**

**Requestor name:**

**Date:**

**Address:**

**Phone:**

**Email Address:**

Requests for reviews will not be considered if made by individuals or groups who do not qualify for a permanent Flagstaff City-Coconino County Public Library card.

**Requestor Represents:** Self ☐ Organization ☐

**If requestor represents organization:**

**Name of organization:**

**Address of organization:**

**Name of person in charge:**

**Material Title:**

**Author/Creator:**

**Copyright date:**

**Call number:**

**Type of material:** Book ☐ Video/DVD ☐ Audio ☐  
Program ☐ Display ☐ Other ☐

**Have you read/viewed/heard the material in its entirety? If not, explain.**

**What are your concerns about this material?**

**What value/harm do you feel might be the result of reading/viewing/hearing this Material?**

**Have you read any professional reviews of the item in question? If so, please list names of reviewers and sources of reviews.**

**What is your recommendation regarding the material in question?**