

Library Guide To Reconsideration



Corpus Christi Public Libraries
CorpusChristiTX.gov/library
Phone: (361) 826-7000



Reconsideration vs. Collection Development

The processes of inventory and maintenance of the library's collection are continuous. The CCPL maintains an active practice of systematic weeding to keep the collection responsive to patron's needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. The guidelines followed by librarians are found in *CREW: A Weeding Manual for Modern Libraries from the Texas State Library and Archives Commission*.

The process and reasons for removing books according to collection development standards are different than removing a book as part of the reconsideration process.

When books are removed through the normal weeding process, things like the condition, age, and use of an item are considered. The library has the option to add the item back to the collection if the community shows a renewed need or interest in the future.

When items are removed through the reconsideration process, it is often due to the content of the material. If an item is banned, or removed from the collection, it cannot be repurchased.

Reconsideration Appeal

1. The requestor has the right to appeal the Library Director's decision.
2. The appeal must be submitted to the Library Director in writing within 30 days.
3. If an appeal is requested, the Library Director will forward the request to the Library Board for review at a Library Board meeting.
4. The Library Director will notify the requester of the date, time, and location at which the Board will address the appeal
5. If the Board is not in agreement with the staff decision, the Board's recommendation will be submitted to the City Manager or designee.
6. The City Manager or designee will make the final decision on relocating or removing the item from the library.

Final Decision

After a final decision is made, the Corpus Christi Public Libraries will not review subsequent requests for reconsideration of the same material.

Library Collection

The Corpus Christi Public Libraries (CCPL) believe in freedom of information for all and do not restrict a user's right to read, view, or listen to Library materials. As such, CCPL collects and makes available a wide variety of information resources and materials representing the range of human thought and experience. The materials held in the Library's collection are controversial and reflect differing viewpoints. With such a broad spectrum of ideas and information available, it is inevitable that people will occasionally encounter resources they believe to be inappropriate or offensive.

Patrons who object to material we have in our collection are welcome to calmly bring their concerns to Library Staff.

Library Staff will listen politely and respectfully to any questions and concerns of library patrons and informally explain the policy.

If understanding the Collection Development Policy does not satisfy the patrons' concern, they may choose to submit a Request for Reconsideration form that outlines their concern over the material.



Request for Reconsideration Form Requirements

Only Corpus Christi residents who have been an active CCPL cardholder in good standing for one year or more may request the removal or relocation of items from the collection through the Request for Reconsideration form.

Prior to submitting the request, the requester must have read the work in its entirety.

The Request for Reconsideration form must be filled out, signed, dated, and given to library staff at the circulation desk of any CCPL location.

Reconsideration Process

1. The material will remain available during the reconsideration process. No material will be removed without following the full reconsideration process.
2. The Library Director or designee will assign a committee of library staff members to review the request in a timely, professional manner.
3. The Reconsideration Committee will evaluate the item to determine if it meets the criteria established in the Collection Development Policy.
4. The Library Director or designee will make a decision based on the recommendation received from the Reconsideration Committee.
5. The requestor will receive the Library Director's decision in writing via the contact information provided on the Request for Reconsideration form.

A sample "Request for Reconsideration" form from Corpus Christi Public Libraries. The form is white with black text and lines for input. At the top left is the logo for "CORPUS CHRISTI PUBLIC LIBRARIES". To the right of the logo is the title "Request for Reconsideration". Below the title are several fields: "Name" with a "Telephone" label, "Address, City, Zip", "Email", and "Library Card Number". Below these fields is the heading "Material on which you are commenting:" followed by "Title or program or display" and "Author". At the bottom, there is a "Format" field and a list of questions: 1. "What brought this title to your attention?", 2. "Did you read/view the entire item/program?", 3. "What do you believe to be the purpose of this item/program?", 4. "To what specifically do you object and why?", 5. "For what age group do you recommend this item/program?", 6. "Have you read any reviews of this item?", 7. "If you feel this item does not conform to CCPL Collection Policy, would you like CCPL to do about this item/program?", 8. "If you feel this item does not conform to CCPL Collection Policy, please recommend other materials/programs which you would recommend." The form is set against a background of orange circles.