

DES PLAINES PUBLIC LIBRARY
CONCERNS ABOUT LIBRARY MATERIALS

The library supports the American Library Association Bill of Rights and affirms the concept of intellectual freedom. Materials owned by the Library will meet the criteria set forth in the Library's Collection Development and Management Policy (Section B). The following procedures will be used when a resident of Des Plaines registers a formal concern:

1. All formal concerns about library materials shall be referred to the Library Director. They must be filed in writing the Request for Reconsideration form A-4A. The Library Director will respond in writing to the resident within thirty (30) days.

If the resident is not satisfied with the response, reconsideration may be obtained in the following manner:

2. The concern may be referred by the Library Director to the appropriate senior staff for evaluation. Staff will review the process for selecting the questioned material and submit a written recommendation to the Director within thirty (30) days. The Library Director will then forward the recommendation to the resident.
3. If the resident desires further action, the concern may be referred to the Management Committee of the Library Board for review. The committee will consider the concern and the recommendations of the Library Director and will inform the Library Board and send a written response to the resident within thirty (30) days.
4. If the resident wishes to appeal, a special hearing with the Library Board will be held to hear the concern. The Library Attorney may be requested to appear at this meeting to clarify legal questions. A response to the resident will be provided in writing as soon as possible, but no later than thirty (30) days following the Board's decision.

Approved 3/20/95
Reviewed and Approved 04/20/99
Reviewed and Approved 01/15/02
Revised and Approved 06/20/06
Revised and Approved 04/15/08
Revised and Approved 05/18/10
Revised and Approved 01/15/12

Revised and Approved 12/17/15
Revised and Approved 5/18/23

DES PLAINES PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Do you represent yourself? _____ Your organization? _____

1. Resource on which you are commenting: _____ Book

_____ DVD _____ Display _____ Magazine _____ Library Program

_____ Audio Recording _____ Newspaper

_____ Electronic Information (please specify):

Other: _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages if necessary.)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

GUIDELINES FOR HEARINGS CONCERNING LIBRARY MATERIALS

The purpose of the hearing before the Library Board of Trustees is to give residents the opportunity to make their opinions of specific library materials known to the Library Board of Trustees and for the Trustees to hear these opinions in an open public forum. The hearing will be conducted so that the Board as a whole can make an informed decision based on the information presented at the hearing and any other pertinent information available.

The Board President will determine the length of the hearing and the time limits given to designated spokespersons and other persons who wish to express opinions on the subject of the hearing. Speakers will be informed of these rules before the hearing begins.

If so advised by the Library Attorney, the Board may use a court reporter, and if so, each person who testifies will be sworn in.

The Library Board of Trustees will not comment or respond to questions during the hearing.

Questions about the hearing rules should be addressed, in writing, to the President of the Board prior to the hearing.

Following the hearing, the Board will meet to take action on the matter. A written notice of the Library Board's decision will be mailed to the designated spokespersons no later than thirty (30) days following the hearing.

Approved 7/21/92
Revised and Approved 3/20/95
Reviewed and Approved 04/20/99
Revised and Approved 01/15/02
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Reviewed and Approved 01/18/13
Revised and Approved 12/17/15
Reviewed and Approved 5/18/23

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MATERIALS RECONSIDERATION HEARING

REGISTRATION FORM

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

DATE _____

_____ I wish to testify my point of view relating to the matter being addressed.

_____ I wish to attend as an audience member.

_____ I wish to record my point of view in the space provided below.

Comments:

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