

Updated 5/9/2023

Materials Challenge Policy – Reconsideration Procedure:

The library recognizes that although materials are carefully selected, there may arise an issue with the selection of specific items; the library welcomes the expression of opinions. The following are the requirements and procedures established by the Hustisford Community Library for handling patron complaints.

In order to request that a material be considered for exclusion or removal from the library, a patron must meet the following requirements:

1. Be a resident of the Village of Hustisford or Town of Hustisford OR a non-librariated area of Dodge County. Residents' taxes from these areas pay for the materials held by the library; therefore, only residents may request that the material be reconsidered.
2. Be a Hustisford Community Library OR Monarch Library System card holder and in good standing.
3. Have either read, seen or heard the material in its entirety.
4. Have reviewed the Hustisford Community Library Materials Collection Policy AND Library Bill of Rights.

The patron will complete the following procedures:

1. Complete the Hustisford Community Library Reevaluation Request Form. Only completed forms will be reviewed by the library. The library will not respond to anonymous phone calls, rumors, or voiced concerns related to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.
2. The individual titles in question will only be reviewed once every five years unless substantial content changes have been made.

If the nature of the concern applies to a perceived lack of materials on a given subject or point of view, a patron must do the following:

1. Be a resident of the Village of Hustisford or Town of Hustisford OR a non-librariated area of Dodge County. Residents' taxes from these areas pay for the materials held by the library; therefore, only residents may request that the material be reconsidered.
2. Have searched the Monarch Catalog to verify that subject or interest area is not represented in our collection and have submitted a request for purchase. Due to budgetary and space constraints, Hustisford Community Library relies on the Monarch Library System to provide a well-rounded collection of materials.
3. Have reviewed the Hustisford Community Library Materials Collection Policy AND Library Bill of Rights.
4. Complete the Hustisford Community Library Reevaluation Request Form. Only completed forms will be reviewed by the library. The library will not respond to anonymous phone calls, rumors, or voiced concerns related to the reconsideration

process; however, alternative formats to the form will be made available upon reasonable request.

Complaints will be considered and reviewed by the Library Director. The Library Director will make a decision regarding the request. The patron will be notified of the decision in written format.

If the patron is not satisfied with the response, the patron may ask that a review of the Reevaluation Request Form be done by a review committee consisting of two members of the Library Board and the Library Director. The Library Board will make the final decision regarding the request based on the committee's recommendation. The Library Director will inform the patron of the decision in written format. Content under reconsideration will remain accessible in the library until a determination has been made.

Reevaluation Request Form
Updated 5/9/2023

The Hustisford Community Library Board has established a reconsideration procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director at the address below:

Hustisford Community Library
ATTN: Library Director
609 W. Juneau St.
Hustisford, WI 53034

Date:

Name:

Address:

City:

State/Zip:

Phone:

Email:

Please circle and add any necessary information.

Do you represent yourself or an organization? Myself/Organization
Name of Organization:

Reviewed the Materials Collection Policy? Yes/No

Reviewed the ALA Library Bill of Rights? Yes/No

Please answer the following questions on a separate sheet(s).

1. Resource on which you are commenting (include title, author, edition, etc.)
2. What brought this resource to your attention?
3. Have you read, viewed, seen or heard the material in its entirety? If not, what sections did you review?
4. What concerns you about the resource?
5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?
6. What action are you requesting from the library?