



Otonabee – South Monaghan Public Library

Policy Type: **Operational**
Policy Title: **Request for Reconsideration of
Library Materials**

Policy Number: **OP-12**
Initial Policy Approval Date: **2012**
Late Review/Revision Date: **June 2026**
Year of Next Review: **May, 2029**

Chair Signature: _____ Date: _____

Purpose

The Otonabee–South Monaghan Public Library (the “Library”) is committed to providing access to a broad range of materials reflecting diverse perspectives and interests. This policy establishes a fair, consistent, and transparent process for members of the community to express concerns and request reconsideration of library materials.

Guiding Principles

The Otonabee – South Monaghan Public Library Board recognizes that freedom of access to information is a fundamental right and will not restrict access to materials based solely on partisan, doctrinal, or personal disapproval.

The Library:

- Upholds the **Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries**
- Selects materials in accordance with its **Collection Development Policy OP-04**
- Recognizes that the inclusion of materials does not constitute endorsement of their content
- Supports the rights of individuals to access information and make personal choices about their reading and viewing

Scope

This policy applies to all materials within the Library’s collection, including physical and digital formats.

Eligibility

- Requests will be accepted from residents or active library cardholders of Otonabee–South Monaghan Township
- Only one title per form will be considered
- The requester is expected to have reviewed the material in its entirety, or in the case of younger audiences, the relevant portions

Informal Resolution

Library staff are available to discuss concerns and may recommend alternative materials. Users are encouraged to speak with staff before submitting a formal request.

Submission Process

1. A completed Request for Reconsideration Form must be submitted to the Chief Executive Officer (CEO)
2. Forms must be complete and signed; anonymous or incomplete submissions will not be reviewed
3. The Library will acknowledge receipt within 5 business days

Review Process

- The CEO will review the request and may convene a Review Committee, which may include:
 - Library staff
 - An external Ontario library professional, where appropriate
- The review will:
 - Consider the material as a whole
 - Evaluate it against the Collection Development Policy
 - Include professional reviews and recognized selection tools
- The material will remain available during the review process
- Members of the Library Board should be informed of any request for reconsideration
 - Should an item be removed, the Library Board should be formally notified

Decision

- A written decision will be issued by the CEO within **30 days** of receipt of the completed form
- Possible outcomes include:
 - Retain the item without change
 - Retain with reclassification or relocation
 - Remove the item from the collection
- The decision will include a rationale aligned with Library policies and professional standards

Appeal Process

- The requester may submit a written appeal within **14 days** of the decision
- Appeals will be considered by the OSM Public Library Board
- The Board's decision is final

Confidentiality

All personal information collected will be handled in accordance with the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**.

Related Documents

OSMPL Privacy, Access to information & electronic messages under CASL Policy OP-01

OSMPL Collection Development Policy OP-04

OSMPL Accessibility in the Library Policy OP-13

Appendix A: OSMPL Request for Reconsideration Form

Name:

Library Card Number:

Address:

Phone / Email:

Material Information

- Title:
 - Author/Creator:
 - Format (book, DVD, eBook, etc.):
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1. Have you reviewed the entire work?

☐ Yes ☐ No (please explain)

2. What concerns you about this material?

3. Please identify specific sections or elements of concern:

4. Who do you believe is the intended audience for this material?

5. What action are you requesting?

- ☐ Retain without change
 - ☐ Reclassify or relocate
 - ☐ Remove from collection
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6. Additional comments:

Signature:_____

Date:_____