WAUKEE PUBLIC LIBRARY	BOARD
SECTION 3.5	APPROVED 1/87
REQUEST FOR RECONSIDERATION	Updated 6/94 Revised 4/02 Reviewed 1/06, 2/08, Revised 2/20, Revised 05/23, 11/26

Request for Reconsideration of Materials

The Waukee Public Library welcomes comments and suggestions from residents regarding the continued suitability of our collection, particularly concerning outdated or damaged materials. While the library strives to offer a wide-ranging selection of popular and diverse materials to meet varying community interests, we recognize that individuals may occasionally encounter items that do not align with their personal tastes or views. All suggestions are carefully considered and utilized by library staff as part of our ongoing, professional process of collection development.

Library staff are always available to discuss any questions or concerns with patrons and to help identify alternative materials. If a concern is not resolved through this discussion, patrons may submit a formal, written Request for Reconsideration of Materials to the Library Director.

Because the library is not a judicial body, determinations regarding legal definitions such as obscenity are reserved for courts of competent jurisdiction. Consequently, materials will not be removed based solely on an individual complaint unless a court has ruled against them. Similarly, the library does not knowingly add materials to the collection that have been previously determined by a court to be in non-compliance with the law.

For a request for reconsideration to be considered, the following must apply:

- The form must be completed in full for each item.
- The complainant must be a Waukee resident with a valid Waukee Public Library library card.
- The item must not have been reviewed during the prior twelve-month period.

The written complaint will be forwarded to a committee of five, made up of the Library Director, two members of the Board of Trustees, and two Waukee residents. The Committee will carefully review the complaint and the material in question in accordance with the Library's Collection Development policy, and report to the Board of Trustees at its next meeting. The Board will decide on the matter and report in writing to the complainant within ten days of the meeting. The decision of the Board is final. An item that has been reviewed and decided on by the Library Board of Trustees is not eligible for review for three years from the final decision date. Reconsideration request documentation is subject to State of Iowa Open Records laws.