

Vandergrift Public Library Policies and Procedures

Policy:	Administration
Subject:	Reconsideration Policy
Effective Guideline:	April 17, 2023
Approved:	April 21, 2023
Revised:	

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned card holder belonging to the Westmoreland Library Network member libraries who is dissatisfied with earlier informal discussions will be required to complete and submit a reconsideration form to the library director.
2. The director will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
3. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
4. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
5. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
6. The Board of Trustees reserves the right to limit the length of public comments.
7. The decision of the board is final.