



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksettlibrary.org

Hooksett Library Request for Reconsideration of Library Resources Policy

The Library Board of Trustees, as the governing body of the Hooksett Public Library per RSA 202-A:2, consider reading, listening, and viewing to be individual, private choices. The Board affirms that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read, view, listen or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

~~The Board of Trustees of the Hooksett Library affirms believes that censorship is a purely individual matter and declares that while anyone is free to reject material of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.¶¶~~

The Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director. The Library Director, utilizes Library staff expertise, knowledge and resources to manage the library's collection, including selection and deselection of materials..

The Hooksett Library selects materials based on the criteria specified within this policy. In its selection of Library materials, the Hooksett Library and its Board of Trustees endorse and support the *Library Bill of Rights and the Freedom to Read Statement* of the American Library Association. They subscribe to the principles put forth in the *ALA Labels and Rating Systems*, the *ALA Resolution on the Removal of Challenged Materials*, *Freedom to View Statement*, and *Access for Children and Young Adults to Nonprint Materials*. Copies of these items are in the appendix.

The Library Board of Trustees, ~~in delegating~~ ~~has delegated~~ the responsibility for selection and evaluation of library resources to the Library Director, ~~and~~ has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in that process. If you are a Hooksett resident and a Hooksett Library cardholder requesting reconsideration of a library resource, please return the completed form to Heather Rainier, Library Director, Hooksett Public Library, 31 Mt. St. Mary's Way, Hooksett, NH 03106 or email to hrrainier@hooksettlibrary.org.

Request for Reconsideration Process:

When a complaint about library items is made, the following steps will be followed:

1. Informal:
 - a. The consideration will be listened to calmly and courteously.
 - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
 - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
 - d. If the patron is not satisfied, the patron will be invited to follow the below formal process and will be provided with a copy of the Library's Request for Reconsideration packet to include:
 - i. Hooksett Library Collection Development Policy
 - ii. Request for Reconsideration Policy and form.
 - iii. [Hooksett Library mission statement and goals](#)
 - iv. *Library Bill of Rights (American Library Association)*
 - v. *The Freedom to Read Statement (American Library Association)*
 - vi. *The Freedom to View Statement (American Library Association)*
 - vii. *Resolution on the Removal of Challenged Materials (American Library Association)*
 - viii. *ALA Labels and Rating Systems (American Library Association)*
 - ix. *Access for Children and Young Adults to Nonprint Materials (American Library Association)*
2. Upon the receipt of the request for reconsideration form, the Director, with appropriate professional staff, shall review the request for reconsideration. This includes:
 - a. Reading/viewing/listening to the challenged item in its entirety.
 - b. Considering the objections in terms of the Library's Collection Development Policy, the principles of the Library Bill of Rights, and the review sources used in materials selection.
3. Within 15 business days, the director will make a decision and send a letter to the patron 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. The Library Board will act as the decision-making body.
5. If a written appeal of the request for reconsideration is received, the Board will address it at their next regularly scheduled board meeting. The individual who has submitted the appeal will be notified of when and where the meeting will be held.
6. Persons wishing to speak shall follow the Hooksett Library Board of Trustees Public Input Policy.

7. The Board will review the testimonies heard. The Board reserves the right to vote at their next regularly scheduled meeting, after they have had time to weigh and consider the testimonies. All votes will be taken in a public session.
8. The decision of the board is final.

Any questioned item will be considered in its entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

If the number of requests submitted at one time exceeds two, the library reserves the right to extend the time period by fifteen business days for each request. This is additionally applicable, if the library receives requests from multiple patrons for multiple titles at one time. If this is the case, the patrons submitting the requests will be notified of the extended timeline.

Request for Reconsideration of Library Resources

The Hooksett Library selection criteria are described in detail in the Collection Development Policy. This form will be reviewed by the Library Director and you will be contacted with a response. Please note: your name and comments are public records. However, your address and phone number will be kept confidential from the general public to the greatest extent allowed by law.

Patrons who would like to enter into the formal process of requesting the Library to reconsider a title's place in the collection are required to complete this form.

Name: _____ Phone/Cell: _____

Phone/Cell: _____ Email: _____

Address: _____

I am a Hooksett Library cardholder and a Hooksett resident: Yes No

Note: If you are not a Hooksett resident and cardholder, your request will not be reviewed.

I represent: Myself Organization/Group: _____

Item for Consideration:

Title/Desc: _____

Type of Material: Book
 Audiobook
 Movie
 Magazine
 Music
 Newspaper
 Videogame

Library of Things Item:
 LEGO Kit
 Puzzle
 Science Kit
 Digital Resource
 Other

Author/Producer: _____

Library Program
(include date): _____

Library Display:
(Location/Desc.) _____

Have you reviewed the Library's [Collection Development Policy](#)? Yes No
For a library display, have you reviewed the Library's [Display Policy](#)? Yes No
For a library program, have you reviewed the [Library's Programming Policy](#)? Yes No

Please answer the following questions so that we may more completely understand your concern:

1. What brought this resource to your attention?

2. Did you read, view or listen to the material in its entirety?

3. Please describe your concerns regarding this material (please be specific, list page numbers/section).

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

5. Have you read any reviews of this material?

Signature of requester: _____ Date: _____