

Document Type:	Policy
Number:	5.02
Effective:	03-01-11
Revised:	03-09-2022

EXCLUSION OF MATERIALS

The Library will review decisions regarding specific titles upon written request from a Boise resident. The Director or designee will provide a Request for Reconsideration form (Exhibit 5.02a) for this purpose.

When a completed Request for Reconsideration form (Exhibit 5.02a) is filed, the Library will begin its reconsideration process. This process consists of the following steps:

1. Staff will review the materials under consideration. The staff will communicate its decision to the patron in writing within 20 business days.
2. Should the patron not be satisfied with the staff's decision, patron can submit a written request for Director review. The Director will review the material in question in consultation with appropriate staff. The Director will communicate his or her decision to the patron in writing within 20 business days of receiving the request for Director review.
3. The patron may appeal the Director's decision to the Library Board of Trustees. The decision of the Board will be communicated to the patron and will be final.

In considering Requests for Reconsideration, staff, the Director and the Board will consider each work as a whole, and individual passages will not be treated out of context. Works will be assessed according to criteria specified in The Nature and Quality of Materials (Regulation 5.01c).

Boise Public Library is a member of the LYNX! Library Consortium, sharing and receiving materials from other member libraries. Boise Public Library only accepts Requests for Reconsideration from Boise City residents for materials owned by the Boise Public Library.