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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

To request the Boise Public Library reconsider the inclusion of materials in its collection—or the location of materials in its collection—a Boise resident with a current Boise Public Library card may fill out this form and return it to the circulation desk at any Boise Public Library location. Or, this form can be submitted by mail to:

Boise Public Library
ATTN: Acquisitions Manager
715 S. Capitol Blvd.
Boise, ID 83702

Boise Public Library is a member of the Lynx Library Consortium. As part of the Lynx Library Consortium, Boise Public Library shares and receives materials from other member libraries. Boise Public Library only processes Requests for Reconsideration of Library Materials for materials owned by the Boise Public Library.

Upon receipt of this Request for Reconsideration of Library Materials form filled out and submitted by a Boise resident library cardholder for the reconsideration of materials in the Boise Public Library collection (hereinafter a “Request”), the Boise Public Library will begin its review of the materials.

The reconsideration process consists of the following steps:

1. Staff will review the Request, the materials requested for reconsideration, and Section 5.00 of the Boise Public Library Policy Manual. Staff may gather additional materials it deems relevant to its review. Staff shall include reference to all materials used to form its decision in the written Staff decision. Materials referenced in Staff’s decision shall become part of the record for review in the appeals that follow. Staff will communicate its decision to the resident in writing within 30 business days from receipt of the complete and valid Request for Reconsideration of Library Materials.
2. The resident may submit a written request for Director review within 21 days of receiving the written Staff decision. The written request for Director review shall state the reasons the resident disagrees with the Staff decision. The Director will review the material in question, the Staff decision, the Request, the written request for Director review, all materials referenced by Staff in the Staff decision, and relevant statutes, caselaw, and legal materials. The Director will conduct an independent review of Staff’s decision. The Director will review the record as

described above and will communicate his or her decision to the resident in writing within 30 business days of receiving a timely request for Director review.

3. The resident may appeal the Director's decision to the Boise Public Library Board of Trustees by submitting a written request for Board review within 21 days of receiving the Director's final written decision. The request for Board review shall state the reasons why the resident disagrees with the Director's decision. The Board will review the material in question, the request for Board review, the Director's decision, and all materials in the record relied on by the Director. The Board will ensure the Director's decision is based on substantial evidence in the record, is not arbitrary, capricious, or an abuse of discretion, and does not violate the state or federal Constitution. The Board may employ whatever public processes it deems necessary and appropriate to fully develop the record to make its decision including public hearing, hearing from the resident, staff, and/or the Director, remand to Staff to further develop the record, remand to the Director for further consideration, or other such processes not in conflict with Idaho law. The final written decision of the Board will be communicated to the resident and will be final.

Please fill out the following information as completely and accurately as possible. The information you provide will be an important part of the library's review of the materials. If you need additional space to answer the questions, you may attach additional pages.

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

Request initiated by _____

Address _____

City _____ State _____

Zip Code _____ Telephone _____

Email address _____

Library Card number _____

Do you represent:

_____ Yourself

_____ An Organization (name) _____

_____ Other group (name) _____

1. To what in the material do you object? Why do you object? (Please be specific; for example, cite pages and specific passages.)

2. Did you read, view or listen to the entire work? _____ If not, what parts did you read, view or listen to? _____

3. What do you feel would be the result of reading, viewing, or listening to this material?

4. What parts of the work do you think are accurate and valuable? _____

5. What do you believe the theme of this work to be? _____

6. Are you aware of judgments of this work by professional critics? _____

7. For what age group would you recommend this work? _____

8. What action are you requesting the library take in regard to this work? _____

Signature

Date

By signing this form I attest that I am a Boise resident and a Boise Public Library cardholder and I understand that I am making a formal complaint to the Boise Public Library about an item available for checkout. I acknowledge that this document will become a public record as soon as it is received by Library staff. I understand that to complete the process I must follow the above-mentioned steps in the timeline stated.