

GUIDELINES AND PROCEDURES FOR RECONSIDERATION OF PROGRAMS

The Library will re-evaluate the selection of a program upon submission of a properly completed Request for Consideration of Library Programs form. These forms are available at the Information Desk. Forms will be accepted from adult cardholders who are residents of the Library's legal service area.

Forms must be completed in their entirety, including the date, and the cardholder's name, address, phone number, library card number, signature, and rationale for reconsideration and requested action.

The Director, in consultation with the appropriate Department Head, will make a decision regarding the program's disposition. The Director's determination may be appealed to the Library Board of Trustees, whose decision is final and binding. The program will remain on the calendar during the reconsideration process.

Future requests for reevaluating the same program will be addressed only if the grounds for reconsideration are substantially different from previous requests.

Procedure:

1. Completed forms should be delivered, as appropriate, to the Head of Adult Services, or Head of Youth Services, with a copy to the Director.
2. Within two weeks, the Department Head, in consultation with the Director, will make an initial assessment of the request and contact the cardholder in writing.
3. If the cardholder is not satisfied with the Department Head's assessment, they may appeal in writing to the Director within two weeks. In such cases, the Director will convene a committee of appropriate professional librarians to review the request.
4. The committee will consider the program's critical reception, demand by the public, and judge the overall merit of the program based on the breadth of programs that the library provides throughout the year, rather than as a standalone program. The committee will prepare a report for the Director of its recommendation regarding the program.
5. Informed by the committee's recommendation, the Director will make a decision on the disposition of the program in question, and will inform the cardholder in writing within thirty days.
6. If the cardholder is not satisfied with the Director's decision, he or she may appeal in writing to the Library Board of Trustees within two weeks.
7. The Board will respond in writing, generally by the conclusion of the second regularly scheduled meeting following receipt of the appeal. The Board's decision is final and binding.

REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAMS

We suggest you read the Saratoga Springs Public Library Program Selection Policy before completing this form. Copies are available at the Information Desk and the Children's Room desk.

Name:	Date:
Address:	Phone Number:
	Library Card Number:
Program Name:	
Date:	
Presenter:	
What brought this program to your attention?	
To what do you object?	
What do you feel might be the result of hosting this program?	
For which age group would you recommend it?	
Is there anything good about it?	
Have you ever seen this program in its entirety? If yes, when and where?	
Are you aware of the program's critical reception?	
What do you believe is the program's theme?	
What action would you like the library to take?	

Please comment on the program as a whole, as well as the specific matters that concern you. (Use back of this form, if necessary.)

Optional: Which program do you suggest as an alternative to provide additional information on this topic?

Signature: