

Request for Review of Library Resource

ELIGIBILITY AND FILING REQUIREMENTS

A formal request may be submitted by an adult resident of Baker County, Oregon who is a registered BCLD cardholder. The following rules apply:

- Before filing, discuss the concern with the Library Director or designee and allow BCLD an opportunity to respond informally.
- Use one form for one title, work, item, or discrete resource.
- BCLD will consider no more than one formal Request for Review from the same person in any 30-day period.
- A resource formally reviewed and retained will not ordinarily be reconsidered for three years, except for materially different grounds, a materially changed resource, or another significant circumstance accepted by the Director.
- Required information must be complete. If BCLD identifies missing information, you will have 30 calendar days after notice to correct it before the request is closed without a decision on the merits.
- The resource will remain available under ordinary library rules during review unless it becomes unavailable for unrelated reasons or BCLD is required by law or court order to take other action.

REQUESTER INFORMATION

Name *	Library card number *
Street address *	City / State / ZIP *
Telephone	Email
Preferred contact method	Other contact information (optional)

* Required. Library card and contact information will be handled in accordance with applicable law and BCLD privacy policy.

RESOURCE INFORMATION

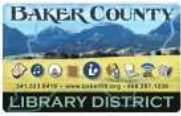
Title / name of resource *

Author / creator / producer (if applicable)

FORMAT (check all that apply): ☐ Physical ☐ Digital ☐ Book / Audiobook ☐ Periodical / News ☐ Video / Film
☐ Music / Audio ☐ Database / Online Resource ☐ Game ☐ Library of Things / Nontraditional ☐ Other: _____

REQUIRED ACKNOWLEDGMENTS

- ☐ I have received or reviewed the BCLD Collection Development Policy and understand that this request will be evaluated under that policy.
- ☐ I have discussed this concern with the Library Director or designee, and the concern remains unresolved.
- ☐ I understand that this signed request, my name, related correspondence, and the Library's decision may be public records. Contact information, library card information, circulation records, and other protected information will be handled in accordance with applicable law and BCLD Privacy and Confidentiality Policy.
- ☐ I understand that BCLD will evaluate the resource in context under the Collection Development Policy and applicable law and, for a discrete work, will evaluate the work as a whole rather than solely on isolated passages, images, excerpts, or features.



YOUR REQUEST - PAGE 1 OF 4

Please answer every question marked **REQUIRED**. Questions marked **REQUIRED IF APPLICABLE** must be answered when that issue is part of your request. Attach additional pages or supporting materials if needed.

1. How did this resource come to your attention? **REQUIRED**

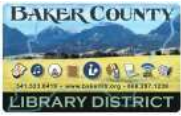
2. How much of the resource did you personally read, view, listen to, use, or otherwise examine? **REQUIRED**

IF LESS than the entire resource, identify the portions examined (for example: chapters/pages, timestamps, tracks, entries, features, or other sections).

☐ Entire resource ☐ Less than the entire resource

3. Tell us about your concerns with this resource. **REQUIRED**

Include page numbers, passages, timestamps, images, entries, features, or other identifying information when possible.



YOUR REQUEST - PAGE 2 OF 4

4. What action are you asking BCLD to take, and why? REQUIRED

- ☐ Relocate or change audience designation ☐ Change cataloging / classification
- ☐ Restrict access ☐ Withdraw
- ☐ Other: _____

If you are requesting restriction, relocation, or withdrawal, explain why a less restrictive alternative would not adequately address your concern, and why the requested action is justified despite its effect on other library users' desire for continued access and individual choice.

5. What specific harm or adverse effect do you believe results, or could reasonably result, from the way the resource is currently available from the library? REQUIRED IF APPLICABLE

Please list who, if anyone, has been affected and provide evidence to support your concern.

YOUR REQUEST - PAGE 3 OF 4

6. Do you contend that this resource fails to comply with the BCLD Collection Development Policy, or another applicable BCLD policy? **REQUIRED**

☐ Yes ☐ No ☐ Unsure

***IF YES,** identify the applicable section or criterion when possible and explain how it applies.*

7. Does your request rely in whole or in part on a claim that this resource, or BCLD's provision of access to it, is unlawful or legally restricted? **REQUIRED**

☐ Yes ☐ No ☐ Unsure

***IF YES OR UNSURE:** Describe the legal concern in your own words. Identify the specific content, feature, or portion of the resource involved and any law, court decision, legal authority, or other information you would like BCLD to consider. You are not required to identify or interpret a particular legal standard.*

YOUR REQUEST - PAGE 4 OF 4

8. Considering the resource in its full context—and, when it is a self-contained work, the work as a whole—what do you understand to be its overall purpose, function, theme, or message? **REQUIRED**

9. What positive qualities can you imagine this resource might have for other library users?

REQUIRED

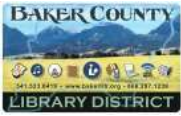
Consider potential literary, artistic, educational, political, scientific, cultural, historical, recreational, practical, or other value or utility.

10. Are you aware of notable reviews, critiques, awards, legal authorities, scholarly sources, or other information you would like BCLD to consider? Please identify or attach them.

OPTIONAL

11. Are there alternative resources concerning the same subject, perspective, or issue you recommend that BCLD add or consider? **OPTIONAL**

This information may help BCLD consider the breadth of subjects and perspectives represented in the collection.



WHAT HAPPENS AFTER SUBMISSION

- 1** **Completeness check:** BCLD will confirm that the form contains the required information and that the requester is eligible under the Collection Development Policy.
- 2** **Professional review:** The Library Director will arrange for review and may conduct the review with qualified staff or designate a Resource Review Committee. The resource will be evaluated as a whole, in context, and under the applicable Collection Development Policy criteria.
- 3** **Written decision:** The Director will normally issue a written decision within 30 calendar days after receiving a complete request. If more time is needed, BCLD will provide a status update and estimated decision date.
- 4** **Appeal:** A requester may appeal the Director's final written decision to the BCLD Board of Directors within 10 business days after the written decision date. The written appeal must identify the specific policy or procedural provision believed not to have been followed or correctly applied, and explain the basis for that claim.
- 5** **Board review:** The Board reviews whether the process and decision reasonably complied with the Collection Development Policy. The Board may affirm the decision, remand for additional review, or direct another action consistent with policy and applicable law. The Board's appeal decision is final.

PUBLIC RECORDS AND PRIVACY NOTICE

Formal and informal communications challenging or requesting review of library resources may be part of BCLD's public administrative record and may be subject to disclosure. BCLD will handle contact information, library account information, circulation records, and other protected information in accordance with applicable law and the BCLD Privacy and Confidentiality Policy. BCLD may report challenge information and outcomes to professional organizations; personal contact information will not be included unless disclosure is required by law.

CERTIFICATION AND SIGNATURE

By signing, I certify that I am the requester identified above and that the information provided in this request is true and complete to the best of my knowledge. I understand that anonymous or unsigned requests will not be processed as formal Requests for Review.

Signature (Original)* _____ **REQUIRED**

Date * _____ **REQUIRED**

LIBRARY USE ONLY

Date received _____	Received by _____
Eligibility verified _____	Date complete _____
Director decision date _____	Appeal deadline _____
Notes	