

Request for Review of Library Materials

Proposed revised form

DRAFT - PROPOSED REVISION

BEFORE YOU SUBMIT

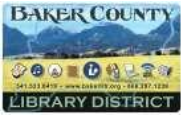
A formal request may be submitted by an adult resident of Baker County, Oregon who is a registered BCLD cardholder. The following rules apply:

- 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 policy.

YOUR REQUEST

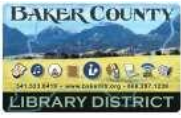
Please answer every question marked REQUIRED. Attach additional pages if needed.

1. What brought this resource to your attention? REQUIRED

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

If not the entire resource, identify the portions examined (for example: chapters/pages, timestamps, tracks, entries, or features).

☐ Entire resource ☐ Not the entire resource



3. Describe your specific concern about the resource. REQUIRED

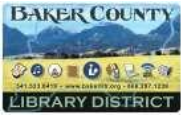
Identify the pages, passages, timestamps, images, features, or other portions that are relevant when possible. Explain how your concern relates to the Collection Development Policy.

4. What do you understand to be the resource's overall purpose, theme, or message? REQUIRED

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

☐ Retain as currently provided ☐ Change cataloging / classification / placement ☐ Withdraw ☐

Other: _____



6. If your concern relates to audience designation, cataloging, classification, or placement, what change do you recommend? OPTIONAL

7. What reviews, critiques, professional sources, or other information would you like BCLD to consider? OPTIONAL

8. Are there other resources you recommend BCLD add or consider that address the same subject or viewpoint? OPTIONAL

9. If an adult library patron disagrees with your viewpoint, why should they accept the action(s) you are recommending? OPTIONAL

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 review the request with qualified staff or a review committee. The resource will be evaluated as a whole, in context, and under the same collection criteria used for selection and retention.
- 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. The written appeal must identify the specific policy or procedural provision believed not to have been followed or correctly applied.
- 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

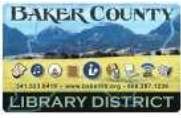
Formal and informal communications challenging or requesting review of library materials may be part of BCLD's public administrative record and may be subject to disclosure. BCLD will handle contact information, library account information, circulation records, and other protected information in accordance 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 * _____

Date * _____



LIBRARY USE ONLY

Date received _____	Received by _____
Eligibility verified _____	Date complete _____
Director decision date _____	Appeal deadline _____
Prior review date, if any _____	Disposition / notes _____