



## Digital Materials Request for Reconsideration Form Draft - June 2025

Woodlands Library Cooperative (WLC) believes in freedom of information for all and does not practice censorship. The selection of digital collections is predicated on the patron's right to read and freedom from censorship by others. Some items may be controversial, and any given item may offend someone. Selections are made solely on the merits of the item in relation to the development of a digital collection that serves the needs and interests of the diverse population of the Woodlands Library Cooperative.

The Woodlands Library Cooperative Governing Board recognizes that a collection of diverse digital materials may result in some complaints or requests for reconsideration. Woodlands Library Cooperative Digital Materials Selection Policy guides the development and continuous evaluation of the cooperative's shared digital collections.

### **Procedures**

- A. WLC holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
- B. Responsibility for digital materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that digital materials may be accessible to minors.
- C. No items will be sequestered to control access.
- D. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.
  1. A patron with a concern about digital materials shall contact the library director of their home library who will give the patron a copy of this policy and review it with them.
  2. Patrons who continue to have a concern about specific digital materials will be referred to the Woodlands Library Cooperative Director.

3. The Cooperative Director will discuss the digital materials in question with the patron, attempting to resolve the concern to both the patron's and Cooperative's satisfaction.
4. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Digital Materials Selection Policy, including the Request for Reconsideration of Digital Materials form.
5. Upon receipt of a completed and signed copy of a Request for Reconsideration, the Cooperative Director shall review and make a decision regarding the item, taking into consideration the Cooperative's Digital Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with colleagues or legal counsel when making this decision.
6. The Cooperative Director shall send the decision in writing to the complainant within 75 days of the receipt of the signed and completed Request for Reconsideration form.
7. A written appeal of the Cooperative Director's decision may be made by the requester to the President of the Cooperative Governing Board within ten (10) business days after the written decision is made by the Cooperative Director. The Cooperative's Governing Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
8. Once a title has been reviewed and a decision made, no further challenges to this title shall be considered. The Cooperative Board serves as the final authority in cases involving retention or withdrawal of shared digital materials

Are you a Woodlands Library Cooperative service area resident? (Only WLC residents may complete this form)

Home Library: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Representing: Self: \_\_\_\_\_ Organization (Name): \_\_\_\_\_

Title \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format: \_\_\_\_\_

How did this material come to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to this item in its entirety? If not, how much have you read, viewed, or listened to the item?

\_\_\_\_\_  
\_\_\_\_\_

What about this item do you object to and why? Please list page numbers, chapters, or time stamps when possible.

\_\_\_\_\_  
\_\_\_\_\_

Do you feel this item falls outside the scope of the Digital Materials Selection policy? If so, what about the item conflicts with our policy?

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What action would you like Woodlands to take in regards to this item? If you are suggesting removal of the item, what work of equal value do you recommend for replacement?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In order to be eligible for review, this form must be fully **completed and signed**.

Please mail to:

Woodlands Library Cooperative  
Attn: Director  
PO Box 1048  
Albion, MI 49224