



Reconsideration Request Policy

The Town of Esopus Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library and scheduled programs present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library resources that satisfy the diverse interests of our community. The library upholds the right to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied resources are available to all; however, it is not expected that all will appeal to everyone.

A patron is a Mid-Hudson Library System cardholder.

Patrons or residents of the Town of Esopus Library, who wish to request the reconsideration of resources currently offered by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the library supervisor or director will provide the patron with information and a form to request formal reconsideration of the library resource.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, any material in question will remain in circulation in the library collection. Any scheduled programs will remain on the calendar.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, collection and programming policies, reconsideration form and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director. A paper version of the form must be picked up from the library in person.
3. Once the Request for Reconsideration form is submitted, the request will be reported to the American Library Association's Office for Intellectual Freedom.
4. The director, with appropriate professional staff and the Governance and Personnel Committee will review the reconsideration form and will complete the following: read, view or listen to the resource in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; determine the extent to which the material supports the library's policies; judge the material as a whole and not in part.
5. Within 30 business days, the director and Governance and Personnel Committee will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
6. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
7. The decision of the Board is final for one year.
8. A repeat reconsideration request will not be considered for that period.



Adopted by the Library Board of Trustees: November 29, 2006
Revised by the Library Board of Trustees: March 26, 2008
Reviewed by the Library Board of Trustees: December 7, 2011
Revised by the Board of Trustees: November 20, 2013
Revised and renamed by the Board of Trustees: April 26, 2023
Revised by the Board of Trustees: July 26, 2023

Request for Reconsideration



Please complete this form and return it to a staff member.

Date _____

Name _____ Phone# _____

Address _____

City _____ State _____ Zip _____

Email _____

Do you represent: ☐ yourself ☐ an organization? (check all that apply)

Are you a resident of the Town of Esopus? _____ (check all that apply)

Are you an MHLS Library card holder? _____ If 'Yes', which town _____

What type of material
or service are you
commenting on?

- | | | | |
|-----------------------------------|---|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> Library Program | <input type="checkbox"/> Movie |
| <input type="checkbox"/> Music CD | <input type="checkbox"/> Display/Exhibit | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Audiorecording |
| <input type="checkbox"/> Slide | <input type="checkbox"/> Internet Resource/Site | <input type="checkbox"/> Other (brief description) | |

What item/program/
display/exhibit are you
commenting on?

If commenting on an item, what is the title and author/performer/producer?

If commenting on a program/display/exhibit, what is the title and the date?

How did this title/event/
display/program/exhibit
come to your attention?

(Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc)

Did you read or listen
to the entire work, stay
for the entire program,
view the entire display?
If not, which selection
or part did you read or
view?

What is your main
interest? Please
be specific; cite pages,
excerpts, or scenes
whenever possible.

Thank you for your comments. A member of our Staff will contact you regarding your concerns.
Please use the back of this page for further comments if necessary

Signature _____