WEST PLAINS
PUBLIC LIBRARY

Request for Review Policy & Form

The West Plains Public Library values the opinions of its community of users and recognizes that the suitability of particular books, materials, programs, or events may occasionally be questioned by individuals or groups. Library cardholders, residing within the library's legal service area, who wish to share a concern regarding a library display, event, or material may submit a "Review Request Form," available upon request at the circulation desk. Note, the presence of materials in the collection or the offering of programs and events does not constitute endorsement by the Library.

As a public institution, the Library upholds the First Amendment and the right to freedom of expression and assembly. We recognize the vital role libraries play in protecting intellectual freedom and providing a space where diverse voices, ideas, and perspectives can be shared. The Library supports the right of individuals and groups to gather, discuss, and engage with a wide range of topics, even those that may be controversial or challenging.

The choice of library materials or events accessed by a library user is an individual matter. While a user may reject materials or events for personal use, one may not restrict access to those materials, or attendance to programs and events by other library users. Responsibility for library materials selected and accessed or programs and events attended by children and adolescents' rest with their parents or legal guardians. Only parents or guardians may file a complaint that specifically challenges children, young adult, and juvenile materials

Procedures have been developed by the West Plains Public Library to assure that requests for review of the presence or placement of materials, programs, or events in the Library collection are handled in an attentive, consistent, and timely manner.

Please read the packet contents before submitting this Review for Request form. It is recommended that your reconsideration request be discussed with the Director, which will provide an opportunity to resolve the request before this formal process proceeds.

This packet includes:

- Collection Development Policy
- Freedom to Read Statement
- Library Bill of Rights
- Public Meeting Room Policy (If a program is to be challenged)

The West Plains Municipal Library District Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources to the Director. The Board established review procedures to address concerns about library operations. Citizens requesting reconsideration must complete and sign this form as the next procedural step. The completed form must be returned to the Director, West Plains Public Library District, 750 W. Broadway St. West Plains, MO 65775. Incomplete forms will be considered invalid and not undergo a reveiw process.

The Director, in consultation with the collection development librarian, will examine the resource in question, and determine whether it conforms to the priorities and criteria of the library meeting room and collection development policies. If it is a request to reconsider the classification of a resource, the Director in consultation with the collection development librarian, will determine whether the existing classification of the resource is appropriate for its subject, style, theme, and intended audience. Passages will not be taken out of context and the material will be evaluated in its entirety.

The review request, along with the written review and recommendation of the Director, shall be presented at the next regularly scheduled meeting of the Board of Trustees. Based on the principles and criteria of the meeting room and collection development policies, the Board of Trustees shall decide whether to retain, reclassify or withdraw the library resource in question, or take action as appropriate. The Director shall convey the Board's decision to the initiator of the request, in written communication, within fourteen days. In compliance with 15 CSR 30-200.015 of the Missouri Code State Regulations, the results of the challenge will also be disclosed to the public.

Resources subject to review remain available to the public, pending final disposition of the request for review.

A challenged title will not be reevaluated for a period of one year

Approved at the May 2025 Board of Trustees meeting, Jarryd Alsup presiding.

Name:_____

Date:_____

Address:_____

City, State,& Zip:_____

1. Resource type on which you are commenting: _____ Book _____ Video _____Library Program ____ Meeting of Outside Agency _____Display or Exhibit

2. Title: _____

3. Author/Producer/Agency: _____

4. What Brought this to your attention?

   _____

   _____

   _____

   _____

   _____

_____

_____

_____

5. Have you read or examined the item, display, or program/event/meeting in its entirety? (Y/N) ____

6. What concerns you about the item, display, or event? (Use reverse side or additional pages if necessary)

_____

_____

_____

_____

_____

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____

_____

_____

_____

Signature:_____ Date: _____

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