



DENTON PUBLIC LIBRARY

REEVALUATION OF MATERIALS POLICY

Approved by the Denton Library Board September 2, 2004
Library Board approved revision, November 13, 2023

POLICY STATEMENT: The Denton Public Library supports the American Library Association's *Library Bill of Rights*, *Statement on Labeling*, and *Freedom to Read* policies. Copies of said documents are appended to the Collection Development Policy. The following procedure shall be established to direct complaint response in an equal and timely manner.

- An individual who resides or owns property within the city limits of the City of Denton and requests reconsideration of any materials must complete and sign a *Customer Request for Reevaluation of Materials* form to initiate the reevaluation process.
- The completed and signed form ~~shall be~~ received by a librarian will be, dated, and submitted to the Director of Libraries or designee within two (2) business days of receipt.
- The Director of Libraries will forward the form to the ~~Professional~~ Reevaluation of Materials Committee, which is comprised of ~~professionals~~ Master's degreed professional librarians employed by the City of Denton chosen at the beginning of each new fiscal year.
- The Director of Libraries will notify and keep City Administration and the City Attorney's Office abreast of all facets of this process from receipt of the original complaint to final decision.
- Review and response timelines may be modified in exceptional circumstances such as concurrent or overlapping leave, personnel transitions, etc. In the event of a modification, the complainant will be notified.
- ~~The committee members~~ Reevaluation of Materials Committee members shall will examine the material independently. The Reevaluation of Materials Committee ~~shall will~~ meet to discuss individual findings, draft a recommendation concerning disposition of the material, and submit the recommendation along with the original Customer Request for Reevaluation of Materials form to the Director of Libraries for review within six (6) weeks of the date the request for reevaluation form was received submitted to the Director of Libraries. ~~coordinate a discussion between members within six (6) weeks of complaint receipt, except in unusual circumstance (i.e. conjunctive or overlapping annual leave, illness of members, transition of personnel, etc.), at which the members shall discuss their individual findings, draft a recommendation concerning disposition of the challenged material, and forward it along with the original Customer Request for Reevaluation of Materials form to the Director of Libraries for review.~~

•

- ~~The Director of Libraries will review the material and consider the recommendation from the Reevaluation of Materials Committee to reach a decision regarding the status of the item. The complainant will receive notification of the Director of Libraries's decision within three (3) months after the Reevaluation of Materials Committee provides their recommendation, except in exceptional circumstances. The Director of Libraries will also inform City Administration and the City Attorney's Office of the decision, and notify the Library Advisory Board during the next scheduled meeting. The Director of Libraries shall have the responsibility for notifying City Administration, the Denton Library Board, and the complainant as to the decision regarding the materials. The complainant shall be notified of the Director of Libraries' decision within three (3) months from the date of receipt of the complaint, except in unusual circumstance (i.e. conjunctive or overlapping annual leave, illness of members, transition of personnel, etc.)~~
- ~~The recommendations of the Board and the Professional Reevaluation Committee and all supporting documentation will be considered by the Director of Libraries in making her/his final decision concerning disposition of the complaint. The Director of Libraries' decision is final unless timely and properly appealed as provided in this Policy.~~
- ~~The Director of Libraries shall keep the Assistant City Manager and Denton Library Board abreast of all facets of this process from original complaint to final decision.~~
- ~~If the complainant is not satisfied with the decision, the complainant may file a written appeal letter. The written appeal must be received at the following address below within 30 days of the date of the Director of Libraries' decision letter.~~

Denton Public Library
Attn: Library Reevaluation Appeal Committee
502 Oakland Street
Denton, TX 76201

- ~~An Appeal Committee, comprised of members of the Denton Library Advisory Board, will review timely filed appeals at their regularly scheduled meeting if the appeal is submitted at least 30 days before the next scheduled Library Advisory Board meeting. If the appeal is not submitted within 30 days before the next scheduled Library Advisory Board meeting, the appeal will be heard at the following Library Advisory Board meeting.~~
- ~~The Director of Libraries may bring complaints regarding materials to the Denton Library Board for consideration and official input. In the event of an appeal, the Director of Libraries will supply each Library Board member with copies of the material and of all documentation relevant to the complaint. The Board Members, after consideration and discussion, may opt to hold an open forum to garner public input, or may elect to vote on the matter during either a regular or called Board Meeting. The recommendations of the Board and the Professional Reevaluation Committee and all supporting documentation will be considered by the Director of Libraries in making her/his final decision concerning disposition of the complaint.~~

- The ~~Director of Libraries shall have the responsibility for the final decision~~decision of the Appeal Committee is final and will be communicated in writing to the ~~requestor-complainant~~ by Library Administration.
- Once ~~validated by the process~~ a reconsideration decision becomes final, materials shall not be eligible for further reevaluation for 5 years as each challenged item has been through a rigorous review ~~by staff and the Director of Libraries.~~



Denton Public Library

Customer Request for Reevaluation of Materials

Title of Work: _____

Type of Material:

Book

Periodical

Video

CD

Other (Please specify): _____

Author: _____

Publisher: _____

Name of Complainant Initiating

Request: _____

Address: _____

Day telephone: _____

Email Address: _____

I reside or own property within the city limits of the City of Denton

I have a current borrower account at the Denton Public Library

Library card # _____

Signature of Complainant: _____

Public Library Materials will not be reconsidered without a signed and completed *Customer Request for Reevaluation of Materials* packet. Use extra paper if needed.

To what in the work do you object? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video; or specific tracks of a CD.

Did you read, watch, or listen to the entire work? Yes No

If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, tracks, etc.)

If your answer is yes to the above question, in your opinion what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?

For what age group would you recommend this work? Why?

If the work is nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

Are you aware of judgments of this work by literary critics and/or subject specialists? (Give specific citations.)

What would you like to see happen to this item? Why?

Would you recommend another work that would equally convey a similar perspective of the subject?

List specific titles with authors of materials currently available. Out of print publications may not be suggested.

Signature of complainant: _____

Printed name: _____

Date: _____

Public Library Materials will not be reconsidered without a signed and fully completed *Customer Request for Reevaluation of Materials* packet. All such requests shall be referred to the Director of Libraries and the Professional Reevaluation Committee. The complainant shall be notified of the status of his/her complaint or of the final decision within three (3) months from the date of receipt.

Denton Public Library

Checklist for Professional Reevaluation Committee - Nonfiction

Title: _____

Author: _____

- Purpose:

1. What is the overall purpose/theme of the material?
2. How well is the purpose/theme developed?

- Authenticity:

Does the material promote the Mission Statement, goals and objectives of the Library?

What is the appropriate level of reader maturity?

Are illustrations, if any, appropriate to the text and reader maturity level?

- Content:

Is the subject well presented by providing adequate scope, range, depth and continuity?

Does the content include information not otherwise readily available?

Does this work give a new dimension or direction to its subject? If so, how and why?

- Reviews:

Cite any professional review of this work found. Was it favorable? If not, to what did the reviewer object?

Does this title appear in one or more professionally recognized selection aids? Cite all locations.

- Additional comments:

- Recommendation of Committee on disposition of this work:

Signatures of the committee:

Name: _____ Date: _____

Title: _____

Name: _____ Date: _____

Title: _____

Name: _____ Date: _____

Title: _____

Denton Public Library

**Checklist for Professional Reevaluation Committee
Fiction and Other Literary Forms**

Title: _____

Author: _____

- Purpose:

What is the purpose, theme or message of the work? How well does the author/producer/composer accomplish this purpose?

What is the intended audience maturity level? Is the work suitable for its intended audience?

Will the reading/listening/viewing of the work result in a more compassionate understanding of human beings?

Does the work offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of any minority or ethnic group?

Are any “questionable” elements of the work an integral part of a worthwhile theme or message?

- Appropriateness:

Are the illustrations, if any, appropriate to the text and the intended audience maturity level?

Are concepts presented in the work appropriate to the maturity level of the intended audience?

- Content:

Does the work reflect accurately the period in which it is set?

Does the work avoid an oversimplified view of life, presenting it as either all good or all bad?

When factual information is part of the work, is it presented accurately (or, if not, is literary license noted anywhere in the work)?

Is a racist theme readily identifiable to members of the intended audience?

Are the language and behavior of characters true to the setting?

- Reviews:

Cite any professional review of this work found. Was it favorable? If not, to what did the reviewer object?

Does this title appear in one or more professionally recognized selection aids? Cite all locations.

- Additional comments:

- Recommendation of Committee on disposition of this work:

Signatures of the committee:

Name: _____ Date: _____

Title: _____

Name: _____ Date: _____

Title: _____

Name: _____ Date: _____

Title: _____