

## Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging.

For current copies of these documents, visit <https://www.roejanlibrary.org/library-policies/>.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<input type="checkbox"/> Does not meet current Selection Criteria <input type="checkbox"/> Improperly Cataloged (please note specific issue) <input type="checkbox"/> Does not fall within needs of community
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

### Instructions and process:

Please only list **one work** per form.

Please submit this form by either emailing it to [director@roejanlibrary.org](mailto:director@roejanlibrary.org); mailing it to Roeliff Jansen Community Library, PO Box 669, Hillsdale, NY 12529; or faxing it to 518-325-4105.

Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with a statement saying "I request an appeal" to the Board of Trustees by mail to President, Board of Trustees, Roeliff Jansen Community Library, PO Box 669, Hillsdale, NY 12529.

The Board of Trustees is an all-volunteer organization that meets no less than 4 times per year. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, policies, and the following excerpts from the American Library Association's Code of Ethics.

*I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*

*II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*

*VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*

*VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*

The Board of Trustees' determination is final.

**Approved by the Board of Trustees, November 21, 2023**