

Policy 5.2 Reconsideration of Library Resources Policy

In pursuit of its mission, Poudre Libraries provides access to a wide range of resources, including print and digital materials for reading, viewing, listening, and research. The Library also creates and implements public programs, materials displays, and digital and social media content. Additionally, the Library coordinates limited public art exhibits. Library resources are accessible to all library users.

The Library bases its selection and creation of library resources on criteria provided in its policies, including:

- Collection Development
- Exhibits and Displays
- Programming
- Social Media

The Library also uses its mission statement, core values, and current strategic goals to select and create resources for library users.

An individual concerned with the appropriateness of a Library District resource may discuss their concerns with a library staff member or share questions, comments, and concerns in writing. In addition, if requirements provided in this policy and in Colorado Revised Statutes (CRS) 24-90-122 are met, an individual may submit a formal request for reconsideration of Library resources using the “Request for Reconsideration” form.

Request Eligibility

- Individuals who reside within the legal service area of the Poudre River Public Library District are eligible to submit a request for reconsideration to the library director.
- Anonymous, incomplete, or ineligible requests will not receive a response and will be rejected.
- Resources that the District has reviewed within the past five years in response to a formal reconsideration request are ineligible for reconsideration.
- A separate Request for Reconsideration Form must be submitted for each library material, resource, program, exhibit or display of concern.
- Request forms may be completed online [[LINK](#)], delivered to library staff at any Poudre Libraries public facility, or mailed to the Administrative Center, 301 E. Olive St., Fort Collins, CO 80524.

Request Review Process and Resolution

Upon receipt of a complete and eligible Request for Reconsideration Form from an individual residing within the District service area, the library director will appoint a staff committee to review the request. The committee will review and evaluate the resource using criteria from District policies and values statements that pertain to the request. A committee member will contact the requestor to acknowledge receipt of the form.

Library resources, programs, exhibits, displays or library-created content under reconsideration will not be canceled, paused, removed, or modified during the review process.

After completing its evaluation, the committee will provide the library director with a written recommendation in response to the request. The library director will then decide on a resolution for the request based upon the committee's recommendation.

The director will send a written response to the requestor within 30 business days from the date the request was received.

The request and the director's decision will be issued to the Poudre River Public Library District Board of Trustees and will become public record. The library director's decision regarding a reconsideration request is final and will be upheld for five years.

Requests for Reconsideration and the Colorado Open Records Act

Written requests for reconsideration are subject to the Colorado Open Records Act. CRS 24-90-122(3)(II)(f) specifies that "A written request for reconsideration of a library resources is not a library user record as described in Section 24-90-119 (1). A written request for reconsideration is an open record under the 'Colorado Open Records Act' part 2 of Article 72 of this Title 24."

Revised and approved by the Board of Trustees on September 9, 2024