



Request for Reconsideration of Library Materials

The Board of Trustees recognizes the right of Darlington County residents and library card holders to question materials in the Library collection. The choice of library materials used or borrowed by a customer is an individual matter. A parent or legal guardian is solely responsible for monitoring the reading materials selected by their minor children.

The process of reconsideration includes:

- The Library will only accept a Request for Reconsideration form from a resident of Darlington County or customer who is eligible for a Darlington County library card. No proxy Request for Reconsideration for an individual or group outside of Darlington County will be accepted.
- The Library will only review those materials in the collection for which a completed Request for Reconsideration form has been received.
- A County resident or card holder may submit only one Request for Reconsideration per month.
- The Library will accept only a request regarding specific item or title in the collection, not a genre, category, or an author's body of work.
- The item under consideration will remain in circulation during the review process.
- The completed Request for Reconsideration form is given to the Branch Manager and/or the Director. The Director, the Branch Manager, and other staff as designated by the Director will review the Request and determine the appropriate response. You may contact the Director at any time about the status of your Request.
- If the County resident or card holder is not satisfied with the Director's decision, the individual may appeal decision to the Board within 14 days of the date of the Director's response. The request will be placed on the agenda of the Board's next regular meeting. All existing Board meeting procedures apply, including the Board reserving the right to limit the length of public comments.
- If an item is withdrawn as part of the reconsideration process, the Library reserves the right to dispose of it at its discretion, including giving it to the Friends of the Library for its book sale.
- An item or title will only be reviewed for reconsideration one time in a ten-year period by the Library.

Your Contact Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Are you submitting this Request on behalf of:

Yourself Other (specify) _____

Do you have a Darlington County Library System card? Yes No

Item Title

Item Author/Artist/Producer

Item Format

Print (Book, Magazine, Newspaper)

Audio (CD, Audiobook)

Video (DVD)

Digital

In what Library location did you find the item?

Darlington

Lamar

Social Media

Hartsville

Society Hill

Website

To what in the work do you object? (Be specific. Please cite pages)

What do you believe is the theme, intent, or purpose of the work?

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

Have you read, viewed, or heard any reviews of the work? Yes No

What do you believe will be the effect on an individual who reads, views, or listens to this work?
(Be specific)

For what age group would you recommend this work?

None 6-12 year olds Adult
 0-5 year olds 13-17 year olds

What would you like the Library to do with this work?

Remove it from the collection Move it to the Adult section
 Other (Be Specific) _____

Can you recommend another work or works that will convey the same perspective, information, or understanding on the subject?

Additional comments?

Signature _____ Date _____

Submit your Request for Reconsideration by mail to:

Director

Darlington County Library System

204 North Main Street

Darlington, SC 29532

This form may be submitted by e-mail at jimmie.epling@darlington-lib.org

This form is also available online at <https://darlingtonsrp.aidaform.com/dcls-reconsideration-form>