



CITIZEN'S COMMENT ON COLLECTION POLICY

Reaffirmed 10/14/1992; Revised 9/11/2002

1. Any member of the staff or any board member who receives a comment, either verbally or written, will forward it to the Director as soon as possible.
2. Patrons who wish to make a formal comment or express a concern regarding library materials will be asked to fill out the *Citizen's Comment on Library Materials* form which is available at the information desk of the Library and from Bookmobile staff. No action will be considered until this form is completed and signed by the patron.
3. The Director will review the completed form, the material involved, and when appropriate, make a decision within two weeks. The patron will be notified in writing of this decision.
4. The patron may appeal the Director's decision to the Board of Trustees by requesting inclusion on the agenda at a regular Board meeting. (Date to appear will not be set until a majority of the Board Members have had time to review material in question.)
5. The patron will be notified, in writing, of the Board's findings.