

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date _____

Name _____

Address

City _____ State/Zip

Phone _____ Email

Do you represent self? _____

Or an organization? _____ Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Newspaper Other

Title

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the library consider?

DISSEMINATION OF GIVEAWAY MATERIALS

The Library's purpose is to make information accessible to the inquiring public in the manner most appropriate to the needs of the use. In some cases, that purpose is best served by providing multiple copies of items such as pamphlets, brochures, booklets and schedules for pick up and permanent use by the library patron. Materials that are published on a periodical frequency such as newspapers and newsletters do not fall within this category of material.

The materials selection policy of the Blackwater Regional Library continues to be the first test of whether any material is appropriate to the library's collection. Materials such as pamphlets, brochures, booklets and schedules which are judged to be appropriate may be disseminated in multiple copies when they fall within the following categories:

- ◆ **Government Information Giving:** Items of a public service nature produced by city, county, state, and/or federal government; this category includes federal and state income tax forms.
- ◆ **Local Cultural Information:** Guides to the programming of radio and television media; schedules and announcements concerning local performing and visual arts events.
- ◆ **Library-Produced Publications:** Information organized and published by the Blackwater Regional Library.
- ◆ **Library and Library Service Promotional Materials:** Items such as bibliographies and bookmarks, which promote books, reading, library service, etc.
- ◆ **Library-Sponsored Programs:** Information which compliments or is used in conjunction with a library sponsored program or display.

The availability of multiple copies of any materials will also depend on space limitations in each branch, station, or bookmobile.

DISPLAYS AND EXHIBITS

The main library and branches offer their facilities for exhibits to organizations and individuals for cultural and educational purposes. Arrangements for such exhibits must be made with the librarian in charge and may be subject to the approval of the Board. The Board assumes no financial obligation due to loss or damage.

It is the policy of the Board to prohibit any advertisements displayed in the main library and branches unless the project is specifically related to the purpose and goals of Blackwater Regional Library.

SALES OF ARTICLES

No article shall be offered for sale on the library premises without prior approval by the Library Director.

GIFTS AND DONATIONS*

Blackwater Regional Library welcomes gifts and donations in support of the library system and its collections, programs, services and facilities. Monetary gifts, donations of library materials, and personal or real property are accepted subject to the following:

- ◆ Gifts of library materials (books, audio and video tapes, etc.) and non-library materials (furniture, art, etc.) are accepted by the Blackwater Regional Library with the understanding that they are non-returnable and may be handled or disposed of in the best interests of the library system. Donated materials may be added to the collection if they meet the standards set forth in the library's Materials Selection Policy.
- ◆ The Blackwater Regional Library welcomes gifts of money, securities or other liquid assets, with the understanding that such gifts are made unconditionally and irrevocably, and that all rights to such assets are made absolutely and forever. All such gifts shall be forwarded to the Budget & Finance Manager for processing through central accounting*.
- ◆ Every effort will be made to utilize a gift in accordance with the donor's intent. Undesignated gifts will be used by the Blackwater Regional Library in any way it deems appropriate.
- ◆ Branch Managers will acknowledge all donations valued at \$25.00 or more. In addition, the Blackwater Regional Library Board will acknowledge all donations valued at \$200.00 or more.

The Blackwater Regional Library reserves the right to refuse any gift that is deemed unsuitable. Library staff members decide what items to accept or decline.

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- ◆ Approved 5/18/05 (gifts & donations)
 - *Approved 1/18/06
 - Revised 6.17.2015

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- ◆ Approved 5/18/05 (gifts & donations)
 - * Approved 1-18-06