



**Hobbs Public Library**  
**HOBBS, NM**

## **REQUEST FOR RECONSIDERATION POLICY**

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

An individual who is concerned about the appropriateness of items on the list below or is unsatisfied with the response from an informal discussion with a library staff member about library resources, programs, exhibitions, or displays may choose to make a formal request for reconsideration of the work in question provided they meet requirements of this policy.

- Library materials or resources
- Library programs and library-sponsored programs
- Library exhibitions
- Library displays

### **REQUEST ELIGIBILITY**

- Individuals who have or are eligible to have a Hobbs Public Library (HPL) Card are eligible to submit a written request for reconsideration to the library director by completing a [Request for Reconsideration Form](#).
- Anonymous or incomplete requests will not be accepted.
- A separate [Request for Reconsideration Form](#) must be submitted for each library material, library resource, program, exhibition or display.
- Request forms may be delivered to a library staff person at HPL, by email or sent via U.S. Mail to:

**Hobbs Public Library**  
**509 N Shipp St**  
**Hobbs, NM 88240**

### **REQUEST REVIEW PROCESS AND RESOLUTION**

Upon receipt of a valid Request for Reconsideration Form, the library director will appoint a staff committee to review the request and evaluate it using criteria from the [Collection Development Policy](#). A committee member will contact the individual to acknowledge receipt of the form and to discuss the request. Programs, exhibitions or displays under reconsideration will not be canceled, paused or modified during the process. Library materials or resources under reconsideration will not be removed from the collection during the process.

Within thirty (30) business days from the date the request is received the library committee makes a recommendation to the Library Director. The Library Director proposes a recommended resolution for the request to the Hobbs Public Library Board at the next scheduled Library Board meeting. The individual requesting reconsideration will also be invited to the meeting to express their concerns, and hear the Library Director's recommendation. A final decision will be made by the Hobbs Public Library Board. The Library Board will have up to thirty (30) days after the meeting to vote on a resolution for the reconsidered items. Within those thirty (30) days the President of the Library Board shall provide a written response to the requestor with the Library Board's decision. The



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request and the Library Board's decision will become public record. The Library Board's decision regarding a reconsideration request is final.

**Adopted by the Hobbs Public Library Board**

**APPROVED:** August 7, 2024