

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title: _____

Book: _____ DVD/Video: _____ Music CD: _____ Other: _____

Author: _____

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Do you represent:

_____ Yourself

_____ An Organization (Name) _____

_____ Other Group (Name) _____

1. What brought this work to your attention? _____

2. To what in the work do you object? (Please be specific, cite pages, and/or use additional pages if necessary.) _____

3. Did you read, view, or listen to the entire work? _____ If no, what parts? _____

4. What do you feel might be the result of reading, viewing, or listening to this work?

5. For what age group do you recommend this work? _____

6. What would you like your library to do about this work? _____

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

Signature: _____

Date: _____

LIBRARY POLICIES FOR RECONSIDERATION OF MATERIALS

If a complaint is made, the following procedures should be followed.

1. When a complaint is voiced concerning library materials, the party will be asked to fill out a *Request for Reconsideration of Library Materials* form and will be informed of the selection procedure. No commitments will be made.
2. Submitted forms will be considered by the Library Leadership Team. Requests will be reviewed in relation to the library's mission and collection development policy. The Library Director will reply to the complainant within thirty days of receipt of the request.
3. If the complainant is not satisfied with the response, the complainant may request that a review of the request be done by a Review Committee consisting of two members of the Library Board, two selection coordinators, and one staff member. The Review Committee will present their recommendation to the Library Board. The Library Board will make the final decision regarding the material based on this committee's recommendation.