

Request for Reconsideration of Library Materials

Approved 4/10/24

Those who object to specific library materials must submit their complaint on a Request for Reconsideration of Library Materials form (below) that will be considered according to the policies established by the Library.

All library users are encouraged to read the library's Collection Development and Maintenance Policy before submitting their request. The Library Director will review the request and notify the complainant in writing of the decision. The Director's decision may be appealed to the Library Board of Trustees in writing. Once a reconsideration has been determined, it can not be reviewed again for a period of 5 years.

I would like to reconsider:

Title: _____

Author: _____

Item Type (book, audiobook, DVD, CD, etc.): _____

What brought your attention to the item in question?

Did you read/review the item in its entirety?

- Yes
- No

What part or parts of the item in question are you requesting for reconsideration?

Have you read any professional reviews of this item?

- Yes; Please list 1-2: _____
- No

Have you read and understand the library's Collection Development and Maintenance Policy?

- Yes
- No

Please list any material with a similar theme or purpose that you would suggest to replace it.

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Name (first and last): _____

Library Card #: _____

Phone Number: _____

Email Address: _____

Date: _____ Signature: _____

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- Request received by Director
 - Decision emailed
 - Appealed to Board of Trustees; Date of Meeting: _____

Approved: _____ Declined: _____