REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Requests for Reconsideration will be considered by a committee composed of the Deputy Director, the manager of the facility where the complaint took place, the Resources and Technical Services Administrator, the Collection Development Coordinator and other library staff as deemed appropriate. The decision of this committee will be communicated to the Library Director who will make the final decision. The Library Director will communicate the decision by letter to the complainant. Should a complainant wish to appeal the decision, he or she may do so by requesting a hearing by the Library Board of Trustees. The appeal should be made in writing to the Library Director at least one week prior to a board meeting.

Request initiated by: ____________________________________________
Address: ____________________________________________ Phone: ____________________________
City/State/Zip: ____________________________________________
Complainant represents: self ______ an organization (name) _______________________
Title: ____________________________________________
Author or Artist: ____________________________________________
Publisher or Producer: ____________________________________________
Call Number or URL: ____________________________ Format: ____________________________
What brought this work to your attention? _______________________________________
_________________________________________________________________________
_________________________________________________________________________
____________________________________________________________________________
Have you examined the entire resource? ____________________________________________
What concerns you about the resource? ____________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
What would you like the library to do about the resource? ____________________________
_________________________________________________________________________
Are there resources you would suggest to provide additional information and/or other viewpoints on this topic? ____________________________________________
_________________________________________________________________________
_________________________________________________________________________
Signature of requestor: ________________________________________ DATE: __________
Signature of Library Official receiving request: _______________ DATE: __________