

**DURHAM COUNTY LIBRARY
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 the selector for that subject area. 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. The Library Board of Trustees advises the Library Director, who is authorized by the County Manager to make a final decision.

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 read the Durham County Library Resources Selection policy? _____

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: _____