

Sample Request for Reconsideration of Library Materials

The board of education has adopted policies regarding the selection and evaluation of library materials and has established reconsideration procedures to address any concerns. To begin the reconsideration process, complete this form and return it to the school administrator within two weeks.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Email address: _____

Do you represent: ☐ Self? ☐ Organization? (Check one.)

If organization, name of organization: _____

Resource on which you are commenting (Circle one):

Book Textbook Video Display Magazine

Library program Audio Recording Newspaper

Electronic Information Source Other _____

Title: _____

Author/Producer: _____

Who/what brought this resource to your attention?

Have you read/examined this entire resource?

If not, what pages/sections did you review?

Have you discussed this material with the librarian or teacher who used it?

What concerns you about this resource? (Please be specific and use additional pages, if necessary.)

What do you understand to be the general purpose for including this material in the library or classroom?

Did the general purpose, as explained by the librarian or teacher, seem a suitable one to you? If not, please explain.

What reviews have you read about the work?

If none, would you like to be provided with copies of reviews?

What do you feel might be the result of reading, listening, or viewing the material?

What would you like the library/school to do about the material?

- ☐ Remove the material from the curriculum
- ☐ Remove the material from the library
- ☐ Other (specify): _____

Please recommend another work or works that would convey as valuable or more valuable a picture or perspective of the subject treated.

Title: _____

Author: _____

Signature of patron _____ Date _____