

Example Reconsideration Form

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ Public Library and the board of trustees value the community's right to express their concerns regarding materials and resources that are a part of the library's collection, including library displays and library-sponsored programs. If there is an objection to an item or resource being in the library's collection, a library display, or a library-sponsored program, there is an option to request that they be re-evaluated. Completion of this form is the first step in the reconsideration procedure. Please return the completed form to library staff.

Once the completed form has been submitted, the library director will appoint a review committee of library staff members with appropriate professional expertise. After a thorough review has been completed, the committee will make its recommendation to the library director. The library director will review the committee's findings and contact the requesting party with their decision. If the requesting party is not satisfied, and wishes to appeal the decision, the request will then be forwarded to the board of trustees. The board of trustees will have the final decision on any reconsideration request of items, materials, displays, or programs from the library.

Please respond to the following:

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization/group? ____

Name of Organization/Group _____

1. Description of item concerned:

Check one: Book/Audiobook Magazine/Newspaper DVD/Blu-Ray
 Music CD Library-Sponsored Program
 Library Display Other (Describe) _____

Author/Artist: _____

Title: _____

Publisher/Distributor: _____

2. What brought this item/resource/program/display to your attention?

3. Did you read/hear/examine/attend the entire work/program? Yes No

If no, what parts did you read/hear/examine/attend?

4. Have you read any published reviews of this item/resource/program/display?

Yes No

If yes, please give name and date of publication(s):

5. What concerns do you have about the item/resource/program/display?

6. Do you have a recommendation for an alternative to this item/resource/program/display?

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

8. What action are you requesting the committee consider?

Signature of person submitting the Reconsideration Form:

_____ Date: _____

Signature of staff member receiving the Reconsideration Form:

_____ Date: _____

_____ Public Library appreciates your interest in the library's collection and services. You will receive notification of the progress or decision of this request within thirty days from the date the form is received by the library.

[Reviewed 4/5/23]