

PROCEDURE FOR FILING A “REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES”



1. The patron files a “Request for Reconsideration of Library Resources” (see attached).
2. The basis for the presence of the material concerned is reviewed by the Library Director for consistency with the Library’s selection policy and in consideration of the patron’s recommendations.
3. The Director informs the patron in writing of the decision resulting from the review.
4. If the patron feels that his recommendation has been answered unsatisfactorily, he may submit a written request for final reconsideration by the Library Board of Trustees.
5. The Board of Trustees will review the request and notify the patron of their decision in writing. Their decision is final.

Updated: 1/24/90; 1/26/2018

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES



Patron Name: _____ Date: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ OR Email: _____

Do you represent:

Yourself An organization: _____ Other group: _____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Film ____ Display ____ Magazine ____ Library Program

____ Audio Recording ____ Newspaper ____ Digital material (specify) _____

____ Other _____

Title: _____ Author/Producer: _____

2. What brought this resource to your attention? _____

3. Have you examined/read the entire resource? _____

4. What concerns you about the resource? (use other side or additional pages if necessary, please be specific) _____

5. What do you feel might be the result of reading/seeing/hearing this work? _____

6. For what age group would you recommend this work? _____

7. Are you aware of judgments of this work by literary critics? _____

8. What would you like the St. Charles Public Library to do about this work?

Do not lend it to me or my child (ren).

Return it to the Librarian for re-evaluation.

Other. Explain: _____

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

10. Signature: _____ Staff Member: _____