**Appendix [ADD NEW LETTER HERE]: Request for Reconsideration of Library Materials**

1. Please describe the item in question as fully as you are able. Please use additional pages if necessary. If you have concerns about multiple items, you must fill out a separate form for each item.   
     
   Title:   
   Author(s):  
   Format (book, recording, etc.):  
   Call number or location in library:
2. How was it brought to your attention?
3. Have you read, viewed, or listened to the entire work? If not, how much of the work have you read, viewed, or listened to?
4. Which specific parts of the item do you find offensive or inappropriate? Please provide page numbers, scenes, or lyrics.
5. Are you aware of any critical acclaim, awards, or professional reviews of this item?
6. Do you see any benefit, for any users, in having this item in the collection?
7. What do you believe to be the overall theme of this item?
8. Is there another item in the collection that balances this item?
9. Please state the action you wish taken on this item:  
   [ ] Shelve it elsewhere  
   [ ] Remove from the library   
   [ ] Other (specify):
10. Why do you recommend the library take the above action? Please explain how such an action would improve the library's service to the community.
11. What do you think will be the result of reading, listening to, or viewing this item?
12. Have you read the following documents:
    1. [ ] The Library Collection Development Policy
    2. [ ] The Request for Reconsideration Policy
    3. [ ] The Library Bill of Rights
    4. [ ] The Freedom to Read Statement
    5. [ ] The Freedom to View Statement
13. Are you acting as a spokesperson for the following group or association? If so, please list their information, including name and website.

**Contact Information:**

Name:   
Address:  
Phone:  
E-mail:  
Library Card Number:  
  
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

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**For Administrative Use Only**

**When was this form received?**

**By whom?**

**When did the Director review it?**

**When did the Director acknowledge to the user receipt of the form?**

**When was the form forwarded to the Reconsideration Committee?**

**By when must the Reconsideration Committee make their recommendation to the Director?**

Form Approved On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_