**Appendix [ ]: Request for Reconsideration of Exhibits/Displays**

1. Please describe the exhibit/display in question as fully as you are able. Please use additional pages if necessary. If you have concerns about multiple exhibits/displays, you must fill out a separate form for each item.   
     
   Title:   
   Sponsoring organization:  
   Topic/theme:   
   Location in library:
2. How was it brought to your attention?
3. Have you viewed the entire work? If not, how much have you viewed?
4. Which specific parts of the exhibit/display do you find offensive or inappropriate?
5. Are you aware of any acclaim, awards, or professional reviews of items in or the topic of the exhibit/display?
6. Do you see any benefit in having this exhibit/display in the library?
7. Please state the action you wish taken on this exhibit/display:  
   [ ] Remove from the library   
   [ ] Other (specify):
8. 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.
9. What do you think will be the result of viewing this exhibit/display?
10. Have you read the following documents:
    1. [ ] The Library Community Exhibit Space Policy OR
    2. [] The Library Exhibit Space Policy
    3. [ ] The Request for Reconsideration of Exhibits Policy
    4. [ ] The Library Bill of Rights
    5. [ ] The Freedom to Read Statement
    6. [] The Freedom to View Statement
11. Are you acting as a spokesperson for a group or association? If so, please list their information, including name and website.

**Contact Information:**

Name:   
Address:  
Phone:  
E-mail:  
  
  
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?**

Form Approved On: