<u>REQUEST FOR RECONSIDERATION OF MATERIALS</u>

Procedure:

1. The form below must be completed and submitted to the library director.

2. The library director will ask the appropriate department head to review the request and make a recommendation. The library director will discuss the result with you. If the petitioner wishes to pursue a formal request, the director will arrange for the request to be added to the agenda at the next regularly scheduled meeting of the Shepherdstown Public Library. At that meeting the Library Board will consider the request. The petitioner is free to attend the Board meeting, which is open to the public.

3. If the petitioner has pursued a formal request, a member of the Library Board will inform the petitioner of the determination. The Shepherdstown Public Library Board will have the final say on any request for the removal of materials from the Library.

4. The material in question will remain on the shelf until a decision is made.

REQUEST FOR RECONSIDERATION OF MATERIAL

Name of person filling out form: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Complainant represents: Her/Himself ☐ Other Individuals: _____

Organization: _____

Title of Material: _____

Author _____ Publisher: _____

Type of Material (e.g., book, audio, video, e-resource, etc.): _____

(Use back side of form if necessary to complete the following):

1.   What do you object to in the material? (Please be specific, citing pages or location.):

     _____

     _____

2.   What do you feel might be the result of exposing people to this material?:

     _____

3.   For what age group (if any) would you recommend this material? _____

4.   Is there anything good about this material? _____

5.   Did you read/hear/view the entire material? Yes ☐   No ☐

     If no, which parts did you read/hear/view? _____

6.   If you have not read the material in its entirety, are you willing to do so prior to the request for re-evaluation? Yes ☐   No ☐

7.   Are you aware of the judgment of this material by professional critics? _____

8.   What do you suggest as a replacement for this material? _____

     _____

Signature: _____ Date: _____