

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(Please see other side of this page for description of the reconsideration process.)

Title \_\_\_\_\_  
(circle one) Book Periodical Movie Audio Recording Software Artwork Other

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Do you represent:

- Yourself
- An organization \_\_\_\_\_
- Other group \_\_\_\_\_

To what in the work do you object? Be specific. Cite pages, running time, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did you read/view/listen to the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

What do you feel might be the result of reading/viewing/listening to this work? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For what age group would you recommend this work? \_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

Are you aware of judgments of this work by professional critics? \_\_\_\_\_

What would you like this library to do about this work?

- \_\_\_\_\_ Do not lend it to my child.
- \_\_\_\_\_ Return it to the staff for re-evaluation.
- \_\_\_\_\_ Other. Explain. \_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

# **Jay County Public Library**

## **Request for Reconsideration of Library Materials**

Reviewed October 20, 2023

Adopted November 13, 2023

Here are the steps the Jay County Public Library follows when a patron brings a library material to us to review. Requests will be handled in the most timely manner possible.

1. Patron who makes the request is given this policy and form.
2. The form must be fully filled out and returned.
3. The Director and both age-level department librarians will review the material and determine if it is in line with our collection development policy. The Director will then make a decision on the request.
4. A letter will be sent to the patron within 15 days of the request explaining the decision.
5. If the patron disagrees with the decision, a written appeal must be made within ten days.
6. The patron will be notified of the date of the Board meeting in which the appeal will be addressed, which may be the next scheduled meeting. To allow for adequate review time, it may be the meeting following the next scheduled meeting.
7. A three-member committee of the Board will be formed to review the material and make a recommendation to the full Board.
8. The Board reserves the right to limit the length of each public comment at the meeting in which the material will be discussed.
10. The Board's decision in the matter is final.