Request for Reconsideration Form

To assure prompt, complete consideration of your request, complete this form as clearly and legibly as possible explaining the nature of your concern. Please attach additional pages if necessary. The form should be delivered to East Greenbush Community Library, 10 Community Way, East Greenbush, NY 12061. Neither this document nor its contents will be considered confidential.

Print Name   _____

Signature   _____

Address   _____

Telephone Number   _____

Email Address _____

RESOURCE FOR RECONSIDERATION

___ Book or e-book   ____Movie   ___Magazine/Newspaper   ___Audio/Video Recording

___Digital Resources ___Game ___ Display/Exhibit ___Library Program

___Other (please specify):_____

Title of Item _____

Author/Producer of Item _____

If Display/Exhibit or Library Program, please list:

Title_____

Date_____

Time_____

Location_____

1. What brought this resource to your attention?

2. Have you attended the event/program or examined the resource in its entirety? ___Yes   ___No

3. What do you find objectionable? (Please be as specific as possible)

4. What harm do you feel will result from its use?

5. Did you find anything valuable in this resource?

6. What do you think is the intended purpose?

7. Are there resources(s) that you suggest for providing additional information and/or other viewpoints on this topic?

8. Would this material be better suited for a different age level?

9. What action do you feel should be taken with respect to your concern?

10. Are you willing to discuss the item of concern   with the Library Director and the Library Board of Trustees?

Your request will be carefully considered. You will receive a written response concerning the status of the item under reconsideration. You may appeal against the decision of the Library Director to the Library Board of Trustees.

Signature_____   Date_____

Do you represent: yourself or an organization?   Self_____   Organization _____

Organization name _____

Library use only

Staff initials   _____   Date Received   _____