

Wadleigh Memorial Library

Request Form - Reconsideration of Library Materials, Programs, Exhibits or Displays

Format of material or Program:

Book Magazine Audiobook Video Music Program Other

Title: _____ Program Title: _____

Author: _____ Presenter: _____

Publisher: _____

Request initiated by: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Email: _____

Complainant represents: Themselves Organization (please identify): _____

PLEASE RESPOND TO THE FOLLOWING QUESTIONS. If sufficient space is not provided, you may use the reverse side of this sheet.

- Did you read/view/listen to the entire book/item completely, attend the entire program or see this exhibit or display in person? YES NO
- To what in the material do you object? Please be specific, cite pages, etc.
- What do you feel might be the result of reading/viewing/listening to this material?
- For what age group would you recommend this material?
- Is there anything good about this material?
- What do you believe is the theme of this material?
- In its place, what material do you recommend that would provide adequate information on the subject?
- What action do you request the library to take?

Signature of Complainant

Date

Print or Type Name

A response from the Wadleigh Memorial Library regarding the **Request for Reconsideration of Library Materials, Programs, Exhibits or Displays** shall be available after its consideration by a Review Committee and/or the Library Board of Trustees.

Library Use Only

Office	Date	Initials	Written Assessment to Patron	Date	Initials of Sender
M&P Review Committee Formed	Date	Members	Board of Trustees Meeting	Date	Vote
M&P Review Committee meeting	Date	Decision	Written Assessment from Trustees	Date	

Request for Material, Program Exhibits or Displays Reconsideration

Checklist

<u>Action Taken</u>	<u>Date Completed</u>
Conversation with Director	_____
Reconsideration Form submitted to Director	_____
Confirmation that Requester is Patron or Resident	_____
Director Review of Form	_____
Collection Development Team Review of Form	_____
Collection Development Team recommendation to Director	_____
Director Written Recommendation to Board of Trustees	_____
Board Review of Form and Recommendation	_____
Board Vote	_____
Board Informs Submitter (in Writing) of Their Decision	_____