



## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Norwalk Easter Public Library \* 1051 North Avenue \* Norwalk, IA 50211 \* 515-981-0217

*Please be aware that your request will be reported to the Norwalk Easter Public Library Board of Trustees and will be a matter of public record.*

**Please print except for signature. Attach additional pages as necessary.**

**Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Who you represent:** \_\_\_ yourself \_\_\_ an organization (Name) \_\_\_\_\_

**Media Type (please check one):**

\_\_\_ Audiobook/ Audio CD    \_\_\_ Book    \_\_\_ DVD/ Blu-Ray    \_\_\_ Magazine

\_\_\_ Other type of material (Please indicate what) \_\_\_\_\_

**Author:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Call Number:** \_\_\_\_\_ **Copyright Date:** \_\_\_\_\_

1. How did this material come to your attention?

2. Did you read/listen/view this material completely? \_\_\_ Yes \_\_\_ No

If not, what parts did you read, hear, or view:

3. In your view, what is the topic or theme of this material?
  
  
  
  
  
  
  
  
  
  
4. What is your objection to the material? Be as specific as you can; list page numbers as appropriate.
  
  
  
  
  
  
  
  
  
  
5. Did you find something good or worthwhile about this material? \_\_\_ Yes \_\_\_ No  
**If yes, what?**
  
  
  
  
  
  
  
  
  
  
6. What action would you like taken regarding this material?
  
  
  
  
  
  
  
  
  
  
7. Are there other materials you recommend to provide additional information or points of view on this topic? (Attach another page as needed.)

**Complainant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank you. Your request will be reviewed by the Library Director for action.**

**FOR STAFF USE ONLY**

Status Report on Patron Request for Reconsideration of Library Material

**Date**

**Action**

\_\_\_\_\_ Name of staff member initially contacted by patron: \_\_\_\_\_

\_\_\_\_\_ Reconsideration form returned to library and copy sent to appropriate department manager. Original form sent to Library Director.

\_\_\_\_\_ Library patron contacted by Library Director and informed of reconsideration process.

\_\_\_\_\_ Chair of Collection Development Committee forms Reconsideration Committee in consultation with Library Director.

\_\_\_\_\_ Reconsideration Committee meets, researches the material, and discusses request.

\_\_\_\_\_ Decision of Reconsideration Committee sent to Library Director.

\_\_\_\_\_ Library Director informs patron by letter of the library's decision.

\_\_\_\_\_ Copies of Director's letter are sent to members of the Reconsideration Committee and to the Library Board of Trustees.

**Signature of Library Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_