Sample School Library Request for Reconsideration of Material Form

The school board of Mainstream County, U.S.A., has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the coordinator of library media resources (or principal).

Mainstream School District. 1 Mainstream Plaza. Anytown, State Zip

Date

Name

Address

City State/Zip

Phone Email

Do you represent self? ____ Or an organization? ____ Name of Organization ____________________________

1. Resource on which you are commenting:
   ____ Book (e-book) ____ Database ____ Textbook ____ Game
   ____ Movie ____ Audio Recording ____ App ____ Streaming Media
   ____ Magazine ____ Digital Resource ____ Newspaper ____ Other

   Title ____________________________________________________________

   Author/Producer ____________________________________________________________________________

   Is the resource part of the curriculum, library collection, or other?

   ______________________________________________________________________________________

2. What brought this resource to your attention?

   ______________________________________________________________________________________

3. Have you examined the entire resource? If not, what sections did you review?

   ______________________________________________________________________________________

4. What concerns you about the resource?

   ______________________________________________________________________________________

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

   ______________________________________________________________________________________
6. What action are you requesting the committee consider?