

## 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?  
\_\_\_\_\_  
\_\_\_\_\_

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6. What action are you requesting the committee consider?

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