

**Jack Russell Memorial Library  
Request for Reconsideration of Library Materials**

**ONE FORM PER ITEM**

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Format ( )Book ( )DVD/Blu-Ray ( )Music CD ( )Other \_\_\_\_\_

Requesting that library materials be reconsidered is a most serious matter and will be processed within ten(10) business days. Therefore, please answer all of the following questions.

1. How did you learn of this material?
  
  
  
  
  
  
  
  
  
  
2. What are your objections to this material? Cite pages if applicable.
  
  
  
  
  
  
  
  
  
  
3. What do you feel might result from reading, viewing or listening to this material?

4. What is good about this material?
  
5. Did you read, view or listen to the entire title in question? If not, which parts did you read, view or listen?
  
6. What do you think is the purpose of this work?
  
7. Have you read any professional reviews of this work? If so, please list the names of critics and sources of reviews.
  
8. What alternative title with a similar purpose would you suggest in place of this work?
  
9. What you like done to resolve this situation?

**Step 1**

The material is discussed in person with the Librarian or designee. If satisfaction is not gained, continue with Step 2.

Explain the Agreement reached

Signed \_\_\_\_\_, Complainant

Signed \_\_\_\_\_, Librarian or designee

**Step 2**

The material is discussed in person with the Library Director and the Librarian or designee.

Explain the Agreement reached

Signed \_\_\_\_\_, Complainant

Signed \_\_\_\_\_, Librarian or designee

Signed \_\_\_\_\_, Library Director

**Step 3**

The material is discussed in person with the Library Board and the decision made is final

Explain the Agreement reached

Signed \_\_\_\_\_, Complainant

Signed \_\_\_\_\_, Librarian or designee

Signed \_\_\_\_\_, Library Director