



Request for Reconsideration of Material

Board approved: 06/17/2024

Instructions:

- Use one form per item.
- Fields marked with * require that an answer be provided.
- Submit completed Request for Reconsideration of Material forms by any of the following means. Only one means of submission is required.
 - Physical mail to:
Community Library Network
ATTN: Collection Development – Material Challenge
8385 N Government Way
Hayden Lake, ID 83835
 - E-mail to: materialchallenge@communitylibrary.net
 - In-person, the completed Request for Relocation of Materials can be given to a Library staff member at any service desk at all Community Library Network locations.

*Title: _____

*Author: _____

Publisher: _____ Copyright Date: _____

*Did you obtain the material from the Community Library Network? Yes ____ No ____

Have you read our Materials Selection and Acquisition Policy? Yes ____ No ____

Have you read our Materials Withdrawal and Reconsideration Policy? Yes ____ No ____

*Did you check out the material? Yes ____ No ____

Was it obtained from someone else who checked it out? Yes ____ No ____

Have you read, listened, or viewed the entire resource? Yes _____ No _____

If not, what portions have you examined?

*What objections do you have to the material? Please include page numbers, chapters or sections.

*What are your reasons for finding the material offensive and indicate whether or not you feel the material is objectionable for all readers/listeners/viewers or a particular age group. Please indicate your objections as completely and specifically as possible.

Have you read reviews of this work? Yes _____ No _____

If yes, please cite what reviews.

How could your concerns about the resource be resolved?

What book, audio or video material would you recommend that would convey a more valuable picture or perspective on this topic?

*Signature: _____ *Date: _____

*Name: _____ *Phone: _____

*Address: _____

*Email address: _____

The completed form will be given to the Library Director who will review the form for evaluation and recommendations. If additional action is warranted, the Request for Relocation of Material form will be submitted to the Board of Trustees for final action. The patron will be notified of the outcome.

Form received by (staff member): _____ Date: _____