Howell Carnegie District Library
Request for Reconsideration of Library Materials

Date_____

Title_____

Author_____

Material Format (example: book, magazine, DVD, audio) _____

Publisher_____

Request initiated by _____

Email _____

Address_____

City_____State_____ZipCode_____

Telephone Number_____

Do you represent

Yourself_____ An Organization (name)_____

Other group (name) _____

1. What do you find objectionable in the item? Please be specific.

2. Did you read, view, or listen to the item in its entirety?

3. What might result from an individual experiencing this specific work?

Request for consideration, cont.,

4. What do you believe is the purpose of this work?

5. Are you aware of reviews of this work by professional critics?

6. What action do you believe the Howell Carnegie Library should take concerning this item?

7. What do you recommend we substitute for the item that would impart equally valuable insight and perspective of the item's main subject?

_____   _____
Date   Signature

The library's Collection Development Policy is available at https://howelllibrary.org/policies/collection-development-policy-procedure/. The following section, **Challenged Materials**, is included in the Collection Development Policy.

"If a patron finds any portion of the library's collection objectionable, he or she may file a formal request for reexamination of the materials by completing a *Request for Reconsideration of Library Material* form which is available at all public service desks. A completed reconsideration form will be reviewed by the appropriate department head. The department head will respond to the patron in written form describing the action the library will take in regard to the challenge. The Collection Development Policy will act as the basis for the response.   Copies of the original reconsideration form and the response will be given to the director.   If a patron is not satisfied with the staff response, the request for reconsideration may be taken to the Board of Trustees. The Board will decide what course of action to take."