

Kimball Library Request for Materials Reconsideration Form

Procedure:

1. The form below must be completed and submitted to the Library Director.
2. The Director will appoint an appropriate review committee. Once the Committee has a recommendation, the Director will write to the concerned patron; this will occur within 15 business days of receipt of the completed form.
3. If the petitioner wishes to appeal the decision, the Director will arrange for the request to be added to the agenda of the next regularly scheduled meeting of the Board of Trustees. The Director will let the concerned party know the time and location of the meeting which is open to the public.
4. A representative of the Board of Trustees will contact the petitioner with the determination. The Kimball Library Board of Trustees have final say on any request for the removal of materials from the Library. The material will remain available during the reconsideration process.

Which collection best describes the location of the material in question?

Adult Services _____ Youth Services _____ Internet _____ E-content _____

Choose from among the following material format:

Book _____ Periodical _____ Film _____ Music _____ Other _____

Author _____

Title _____

Publisher _____

Request Initiated by (required):

Date _____

Name _____

Address _____

Town _____

State/ Zip code _____

Telephone _____

Email _____

Request represents (select one):

Individual (your name) _____

Organization (name) _____

Other (please specify) _____

- 1 What brought this resource to your attention?

- 2 Have you read, viewed or listened to the entire work? If not which parts?

- 3 What concerns you about the resource? (Please be specific; cite pages or sections)

- 4 What good or valuable features do you find in the material?

- 5 What do you feel might be the result of reading, viewing or listening to this work?

- 6 Are there resources(s) you suggest to provide additional information or other viewpoints on this topic?

- 7 What action are you requesting the Committee consider?
