



# request for

# reconsideration of library materials

Name: Request for Reconsideration

Adopted: February 24, 2014, by Franklin Public Library Board of Trustees

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Material to be reconsidered:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Book            | <input type="checkbox"/> Movie        |
| <input type="checkbox"/> Magazine        | <input type="checkbox"/> Music CD     |
| <input type="checkbox"/> Newspaper       | <input type="checkbox"/> Audiobook    |
| <input type="checkbox"/> Library Program | <input type="checkbox"/> Other: _____ |

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

1. What brought this material to your attention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What do you find objectionable about this material? Please be specific. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you read, listened to, or viewed the entire work? If not, which parts have you reviewed?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What would you like the library do with this work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Franklin Public Library considers all Requests for Reconsideration of Library Materials. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by library management.
2. Professional staff shall review the challenged material and recommend one of several actions to the Library Director:
  - a. To retain the challenged material in the collection;
  - b. To retain the challenged material, but to move it to another location in the collection; or
  - c. To withdraw the challenged material.
3. The Director then makes a final determination regarding the disposition of the material and notifies the complainant. Steps two and three make take six to eight weeks.
4. If the complainant is not satisfied with the decision of the Director, he or she may direct his or her concerns to the Franklin Public Library Board of Trustees for their consideration.