REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Emporia Public Library
Approved by the Library Board 5/11/2017

The Board of Directors of the Emporia Public Library has established reconsideration procedures to address concerns with a particular material or item. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director, Emporia Public Library, 110 East Sixth Avenue, Emporia, KS  66801. The completed form and a copy of the material in question will be evaluated by the library director by consulting authoritative lists and critical reviews and the library’s selection policy. Within 30 days of receipt of the reconsideration request, the library director will inform the complainant of the results of the evaluation of the material or item by the library director and any action which will be taken by the library. In the event of an appeal of the decision of the Library Director by the complainant, the Library Board will serve as the final arbiter.

Name ___________________________
Date ___________________________
Address ___________________________
City ___________________________
State ___________________________
Zip ___________________________
Phone ___________________________
Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:
   ____ Book   ____ Textbook   ____ DVD   ____ Display
   ____ Magazine   ____ Library Program   ____ Audio Recording
   ____ Newspaper   ____ Electronic information/network (please specify)
   ____ Other ___________________________
   Title ___________________________
   Author/Producer ___________________________

2. What brought this resource to your attention?

3. Have you read/reviewed the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Date_________________ Signature of Patron__________________________________________________
Date_________________ Received by Director_________________________________________________