

REQUEST FOR REVIEW OF A LIBRARY RESOURCE

The Russell Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director who, in turn, assigns the various phases of this activity according to job responsibilities to individual staff members. The Board of Trustees has established review and reconsideration procedures to address concerns about these resources. Completion of this form is the first step in the process.

The staff member(s) responsible for selection of the material or resource in question will review it in a timely manner. The review will include a study of the material/resource itself, the Library's selection policy, the principles of the Library Bill of Rights, the opinions of the various reviewing sources used in selection, state and national best practices as outlined by the CT State Library's Division of Library Development and evaluating the original reasons for the purchase. A written decision and response to the complainant will be forwarded to the Library Director.

The Director or designee will inform you promptly in writing of the action taken, providing an explanation of the Library's decision, and informing you how you may pursue the matter further. If you are not satisfied with the action taken by the Library, you may appeal to the Board of Trustees at their next regular meeting. A special meeting may be held at the Board's discretion. The final determination regarding the disposition of the request for review or reconsideration is made by the Russell Library Board of Trustees.

If you wish to request a review or reconsideration of library resources, please complete the following form in full.

Date:

Full name:

Mailing address:

Phone number:

Email address:

Do you represent yourself? Yes No

Resource on which you are commenting:

- Book
- Library program
- Magazine
- Newspaper
- Display / Exhibit
- Audiovisual resource
- Electronic resource / Internet
- Other

Resource title:

Resource author / producer:

What brought this resource to your attention?

Have you examined the entire resource? Yes No

What concerns do you have about this resource?

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