

**Appendix K:
REQUEST FOR REVIEW OR
RECONSIDERATION OF A LIBRARY RESOURCE**

Russell Library
Middletown, CT

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, 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 by letter 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 return this form to a librarian or mail it to: Library Director, Russell Library, 123 Broad Street, Middletown, CT 06457.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Do you represent yourself? _____

If you represent an organization, please give the name:

(please complete other side)

1. Resource on which you are commenting:

Book Library Program Magazine
 Newspaper Display/Exhibit Audiovisual Resource
 Electronic Resource/Internet (please specify) _____
 Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns do you have about the resource?
(Use additional pages if necessary)

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

Adapted from:
Office For Intellectual Freedom. Intellectual Freedom Manual.
(American Library Association, 1996)

approved 10/13/98