

Procedures for Requests for Reconsideration of Library Materials



1. ACL responds to requests for reconsideration of library materials in writing.
2. Requestors must have read, heard, or viewed the entire work to have their challenge considered.
3. ACL's Board of Directors reviews these requests.
4. The Board reviews the item in light of the patron's concern at the next possible board meeting. If necessary, a committee will be created to ensure all views are respected.
5. ACL's material selection policy is available in the policies folder on the homepage of the ACL website: www.athenscommunitylibrary.org
6. The Board's decision will be communicated in writing to the requesting party via a letter sent by the Library Director.

Request for Reconsideration of Library Materials

Your Name: _____

Patron Number: _____

Complete Address: _____

City, State Zip Code _____

Phone Number: _____

Email Address: _____

I Represent: Myself
 The following organization: _____

Only residents of Athens Township, the NHBP, and Athens Community Library may complete this form. Are you an ACL resident? Yes No

Title: _____

Author: _____

Format: Book Audio VOX Wonderbook Playaway
 Virtual Reality

Have you read, viewed, or listen to the entire work? (This is required) Yes No

For what age group is this work intended? _____

What do YOU believe is the theme and/or major intent of this work? _____

Have you read any professional reviews of this work? Yes No

If yes, please give the source, title, and author: _____

What is your objection to this work? Please be specific and offer page numbers. _____

In its place, what work of EQUAL LITERARY QUALITY would you recommend the library consider for purchase that would cover the same subject and/or content?

Your Signature: _____ Date: _____

Name of library staff receiving form: _____

Date received: _____