

Sanibel Public Library District

Request for Reconsideration

Date: _____

Person requesting reconsideration: _____

Phone: _____

Address: _____

Do you represent: Yourself _____ An Organization: _____

This item is a: Book _____ Magazine _____ DVD/BluRay _____ Other _____

Title: _____

Author: _____

Have you read, viewed, or listened to this resource in its entirety? Yes _____ No _____

Have you read any reviews of this title? Yes _____ No _____ If yes, please attach the review.

What do you believe is the theme or purpose of this material? _____

What do you find objectionable? (Please be specific, cite pages, sections, etc.) _____

Describe the action you would like the Library to take: _____

Do you have an alternate title that you would recommend? _____

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Upon receipt of the form, the Executive Director or designee will appoint a committee of Library staff (including the Collection Development Librarian) to consider the request and make a recommendation. The Executive Director will make a decision based on information from the Committee and the [Collection Development and Materials Selection Policy](#). Until a decision is reached by the Executive Director, the material in question will remain available. The patron will be notified in writing of the decision by the Executive Director within 90 days.

If the patron is unsatisfied with the decision, they may appeal to the Library Board of Commissioners. The Request for Reconsideration will be directed to the Board, which will place the issue on the agenda for the next Library Board meeting. The decision of the Board will be final and will be sent in writing to the person who requested reconsideration of the title.

Depending on the Executive Director's determination and/or the appeal results, the Library material may remain/continue or alternatively, it may be removed, discontinued, or reclassified.

Library materials will only be reconsidered once every two years. If a specific Library material has been considered within the last two years, the Executive Director will notify the patron of the result of the recent determination and deny any further reconsideration.

Signature: _____ Date: _____

Received by: _____ Date: _____