Sample Reconsideration Form

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

Sample Request for Reconsideration of Material Form. See the examples for public, school, and academic libraries below.

Sample Public Library Request for Reconsideration of Material Form

[PDF (/tools/sites/ala.org.tools/files/content/samplepublic.pdf)]

The trustees of Mainstream Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Mainstream Library
1 Mainstream Plaza
Anytown, State Zip

Date

________________________________________

Name

________________________________________

Address

________________________________________

City __________________ State/Zip

________________________________________

Phone __________________ Email

________________________________________

Do you represent self? ____ Or an organization? ____ Name of Organization

________________________________________
1. Resource on which you are commenting:
   ___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording
   ___ Digital Resource ___ Game ___ Newspaper ___ Other

   Title
   ____________________________________________________________
   ____________________________________________________________
   __________________________
   Author/Producer
   ____________________________________________________________
   ____________________________________________________________
   
   2. What brought this resource to your attention?
   ____________________________________________________________

   3. Have you examined the entire resource? If not, what sections did you
      review?
   ____________________________________________________________

   4. What concerns you about the resource?
   ____________________________________________________________

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

   6. What action are you requesting the committee consider?
   ____________________________________________________________

---

Sample School Library Request for Reconsideration of Material Form

[PDF (/tools/sites/ala.org.tools/files/content/sampleschool_0.pdf)]

The school board of Mainstream County, U.S.A., has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those
resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the coordinator of library media resources (or principal).

Mainstream School District
1 Mainstream Plaza
Anytown, State Zip

Date

__________________________________________

Name

__________________________________________

Address

__________________________________________

City __________________________ State/Zip

__________________________________________

Phone __________________________ Email

__________________________________________

Do you represent self? _____ Or an organization? _____ Name of Organization

__________________________________________

1. Resource on which you are commenting:
   ____ Book (e-book) ____ Movie ____ Magazine ____ Database
   ____ Audio Recording ____ Digital Resource ____ Textbook ____ App
   ____ Newspaper ____ Game ____ Streaming Media ____ Other

Title

__________________________________________

_______________________________
Author/Producer

__________________________________________

Is the resource part of the curriculum, library collection, or other?

__________________________________________
2. What brought this resource to your attention? 

3. Have you examined the entire resource? If not, what sections did you review? 

4. What concerns you about the resource? 

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

6. What action are you requesting the committee consider? 

Sample Academic Library Request for Reconsideration of Material Form 

[PDF (/tools/sites/ala.org.tools/files/content/sampleacademic.pdf)] 

The faculty at Mainstream Academic Library, U.S.A., have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the dean of libraries. 

Mainstream Academic Library 
1 Mainstream Plaza 
Anytown, State Zip 

Date 

Name 

Address
City ___________________________ State/Zip

_______________________________
Phone __________________________ Email

_______________________________
Do you represent self? ____ Or an organization? ____ Name of Organization

_______________________________
1. Resource on which you are commenting:
   ____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
   ____ Digital Resource ____ Textbook ____ Newspaper ____ Other

   Title

   _____________________________

   Author/Producer

   _____________________________

2. What brought this resource to your attention?

   _____________________________

3. Have you examined the entire resource? If not, what sections did you review?

   _____________________________

4. What concerns you about the resource?

   _____________________________

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

   _____________________________

6. What action are you requesting the committee consider?

   _____________________________
Home | Introduction
(http://www.ala.org/tools/challengesupport/selectionpolicytoolkit)
Why Do I Need a Policy? (why) | Politics and Timing of Policy Creation (timing) | Selection Policies for Non-Public Institutions (nonpublic)

Basic Components of a Selection Policy

Reconsideration Procedure
Guiding Principles (principles) | Statement of Policy (statement) | Informal Complaints (informalcomplaints) | Request for Formal Reconsideration (formalreconsideration) | Sample Reconsideration Form | Sample Letter to Complainant (complainant) | Reconsideration Committees (committees)

Appendix
Intellectual Freedom Core Documents (coredocuments) | Challenge Support and Reporting Censorship (reportingcensorship) | Bibliography of Additional Selection and Reconsideration Policy Resources (bibliography)

Updated January 2018 by ALA Office for Intellectual Freedom (http://www.ala.org/aboutala/offices/oif)