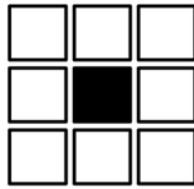


Howard Miller Public Library

Request for Reconsideration of Library Materials Procedures and Form

1. Those requesting the reconsideration of any library materials in the collection must have **read, heard or viewed the work in its entirety** to have the challenge considered.
2. The library director along with those staff members involved in collection development will review the request and then the item in question. The requestor's concern, Howard Miller Library materials selection policy, and professional reviews will be used in the review process. This process shall take place within 30 days.
3. Howard Miller Library responds to requests for reconsideration of library materials from residents of the library's service area in writing at the time of the form submission and then afterwards with the decision of those executing the review.
4. The library director will report the initial request for reconsideration along with the findings of the staff involved in the review process to the Howard Miller Library Board.
5. The complainant retains the right to appeal the decision if he/she/they believe the reconsideration of materials policy was not followed by the library director and staff conducting the review. The Howard Miller Library Board may then review the process used in the review of the materials in question and will report their findings to the complainant.



Howard Miller Public Library

Request for Reconsideration of Library Materials

Name of Person Making Request: _____
First and Last Name

Address: _____

City: _____ Zip Code: _____

Phone Number: _____

Complainant Represents (specify):

☐ Self ☐ Organization

Name of Organization: _____

Name(s) of any other group concerned: _____

Are you a Howard Miller Public Library service area resident? ☐ Yes ☐ No

Have you read, viewed or heard the entire work? ☐ Yes ☐ No

Author: _____

Title: _____

Format: _____

Publisher: _____

For what age group is this work intended? _____

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

Is the subject matter well presented and handled? Please explain your point of view.

Are you aware of the judgement of this work by subject specialists or literary critics?

☐ Yes ☐ No

Please describe: _____

What is your objection to this work? Please be specific.

What do you feel might be the result of reading or using this work?

In its place, what work of equal literary quality would you recommend for library purchase that would cover the same subject or content?

I understand this request for reconsideration will only be addressed if I am a resident of the Howard Miller Public Library service area and if I have read, heard, or viewed the material in its entirety. I have also received a copy of the Request for Reconsideration of Library Materials procedures and understand them.

Signature of Complainant

Date

I have received this request for reconsideration from the complainant.

Signature of the Library Director

Date