PROCEDURES FOR REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Galesburg-Charleston Memorial District Library responds to requests for reconsideration of library materials from residents of the Library’s service area.

2. Reconsideration requests must be in writing. Requestors must have read, heard or viewed the entire work to have their challenge considered.

3. The Library Director, along with two members of the Library Board, will review the item in light of the patron’s concern, the Library’s acquisition policy, and professional reviews of the title within 30 days.

4. The committee’s decision will be communicated in writing to the requesting party via a letter sent by the Library Director.
CITIZEN’S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____________________________________________________________
Title: ______________________________________________________________
Format: _____________________________________________________________
Publisher: ___________________________ Date of Publication: ________________
Request Initiated By: _________________________________________________
Address: ___________________________________________________________
City: ___________________________ Zip Code: ______________ Telephone: ___________
Complainant Represents (Specify):
   Self _______ Organization _______
   Name of organization: ____________________________________________
   Identity of any other group concerned: ______________________________
   Are you a GCMDL Service Area Resident? (Only GCMDL residents may complete this form.)

1. Have you read, viewed, or heard the entire work?
   Yes _______ No _______
   (Requestors must have read, heard or viewed the entire work to have their challenge considered.)

2. For what age group is this work intended?
   ________________________________________________________________

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

4. Is the subject matter well-presented and handled? Please explain your point of view.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
5. Are you aware of the judgment of this work by subject specialists or literary critics?
   Yes _____ No _____
   Itemize:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. What is your objection to this work? (Be specific.)
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

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

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

_________________________________________  Signature of Complainant

_________________________________________  Signature of Library Director