



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.

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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?

Date

Signature of Complainant

Date

Signature of Library Director