

Request for Library Materials Reconsideration

Adams Memorial Library is committed to the rights of individuals to read and access materials as a fundamental principle. The library recognizes that there may be concerns about library resources, and has established procedures to address reconsideration of materials. Completion of this form is the first step in those procedures.

Instructions

1. Before completing this form, you must read or view the disputed item in its entirety. Forms submitted without complete examination of the disputed item will not be considered.
2. All fields on this form must be completed. Incomplete forms will not be considered.
3. A separate form must be completed for each disputed item/title. Forms containing multiple titles will not be considered.
4. No more than one reconsideration request can be submitted by the same household at one time. Before submitting additional requests, the household should wait for a response from the library board about their first request.
5. The form asks you to frame your responses in the context of the following policies, statutes, and documents. Please review them:
American Library Association Library Bill of Rights
First Amendment of the United States Constitution
Adams Memorial Library's collection development policy

Return completed forms to the library:

Adams Memorial Library, Attn. Director, 1112 Ligonier St. Latrobe, PA 15650

1. What is your relationship to the library?

- Registered library patron in Adams' service area
- Registered library patron in Westmoreland County
- Other, *describe:*

2. Who do you represent?

- Self
- Organization, *please name:*

3. What type of resource are you commenting on?

- Database
- Book/ebook
- Movie
- Magazine
- Other, *describe:*

4. What is the title of the item?

5. Who is the author/producer of the item?

6. What is the item's copyright date?

7. What brought this item to your attention?

8. Have you personally read or viewed the entire item?

Yes

No

Failure to read/view the entire work will cause the request to be rejected.

9. What action are you requesting the library consider?

Permanently remove the material from the library

Move to another collection

Other, describe:

10. What are your concerns about the item?

11. Please cite specific page numbers or time stamps, and quote specific passages in the material that demonstrate your concerns.

12. How do you believe patrons would be affected by this material?

13. What is your evidence for that belief? Please provide the text of relevant research and its citation.

14. Explain the purpose and theme of this material as you understand it.

15. What worthy qualities does this material contain?

16. How has this material been assessed by professional reviewers or educators? Please provide the text of a review and the citation from an objective, professional review source (e.g., *School Library Journal*, *School Library Connection*, *Library Journal*, *Kirkus*, *Booklist*).

17. In what ways does the material fail to comply with the selection objectives and criteria specified in the Adams Memorial Library Collection Policy, the American Library Association's Library Bill of Rights and the First Amendment of the United States Constitution?

18. In place of the challenged material, what high-quality resources do you suggest to provide additional information or other viewpoints on this topic? Please provide title, author, publisher, and copyright date.

19. Please provide the text of a review and the citation from an objective, professional review source for the material you recommended above.

20. Have you authorized other parents or community members to control your child's access to library materials?

Yes

No

Name

Address

Phone

Email

Signature

Date

Form approved by the Board of Directors of Adams Memorial Library July 19, 2023