

**Appendix F: Request for Reconsideration of Library Materials**

The library is committed to the fundamental rights of all people to read, access materials, resources, and other media services. The Trustees of the Altoona Public Library have established a procedure for gathering input about items owned by the library. Completion of this form is the first step in that procedure. If you wish to make a statement of concern or request a review of a library resource, please return the completed form to the Library Director in the supplied envelope.

Material being challenged must be read or viewed in full. Please use additional paper and refer to question numbers to fully complete this form.

If the form is incomplete or unsigned by the petitioner, the review/reconsideration process cannot proceed. A Request for Material Review/Reconsideration Form must be completed for each item that has been requested for review. Only one form from a household will be accepted at a time. Multiple members of the same household may not request review/reconsideration of the same material(s).

Name (print): \_\_\_\_\_ Your Age: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Zip code \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Who do you represent?

Myself     Organization    Name of Organization: \_\_\_\_\_

Type of material being addressed:

Book                       Audio Book                       DVD  
 Magazine                       Newspaper                       Library Program Content

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author /Producer: \_\_\_\_\_

Year of Publication: \_\_\_\_\_

Please explain your concerns by answering the following questions: (attach separate piece of paper if necessary).

1. Did you read/listen to/view this entire item? Yes\_\_\_\_\_ No \_\_\_\_\_

\*For “No” responses, no further action is needed. If the entire material has not been reviewed by the petitioner, the review/reconsideration process cannot proceed.

2. If “yes,” please explain how you learned about this material?
3. Explain the purpose of this material.
4. What positive qualities does the material present?
5. What are your concerns about this material? Provide supporting citations and quotations.
6. How has the material been assessed in professional review sources? Provide supporting citations and quotations.
7. Provide professional citations in support of your objections.
8. Explain how the material fails to meet Intellectual Freedom standards.
9. Who would be negatively impacted by this material and how? Provide supporting evidence and citations (required).

10. What is your desired action for this material?

11. If removed, with what would you replace this material? Include titles and professional reviews of your suggested replacement material.

The library material under review shall remain in place and accessible throughout the entire review process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Library Director or Staff: (Date)

\_\_\_\_\_

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Return completed form in the provided envelope.