



Procedures for Requests for Reconsideration of Library Materials

1. GCDL responds to requests for reconsideration of library materials in writing.
2. Requestors must have read, heard, or viewed the entire work to have their challenge considered.
3. GCDL's Challenged Materials Committee reviews these requests.
4. The Committee, consisting of the Library Director, Assistant Library Director, and supportive administrative staff member.
5. Reviews of the item are made in regard to the patron's concern, the GCDL selection policy, and professional reviews of the title within 30 days.
6. The Committee's decision will be communicated in writing to the requesting party via a letter sent by the Library Director.
7. If the response of the Library Director is unsatisfactory, the request may be appealed to the GCDL Library Board at a regular monthly board meeting.

Request for Reconsideration of Library Materials

Your Name: _____

Library Barcode: _____

Address: _____

City: _____

Zip Code: _____ Phone Number: (____) _____

I Represent

Myself

An Organization: Name of Organization _____

Are you a GCDL service area resident? (Only GCDL residents may complete this form.) Yes | No

Title: _____

Author: _____

Format:

Book

eBook

DVD

Audiobook

Music CD

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

For what age group is this work intended? _____

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

Have you read any professional reviews of this work? Yes | No

If yes, please list the publications here: _____

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

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

Your Signature _____ Date _____

