

Kent County Public Library
Request for Reconsideration of Library Materials

The Board of Trustees of the Kent County Public Library has delegated responsibility for selection and evaluation of library materials to the Executive Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. The Executive Director will respond in writing within ten working days. If you are not satisfied with the response from the Executive Director, you may submit a written request to appeal the decision to the Board of Trustees. Appeals requests must be submitted within ten days of the original response. The Board of Trustees will consider the written appeal at its next regular meeting and you will receive written notification of their decision within ten working days.

Full Legal Name	
Mailing Address	
City, State, Zip	
Phone and/or Email	

I am representing: Myself Organization

Organization Name (if applicable): _____

Type of resource: Book Video Magazine Audio Recording Newspaper Electronic information/network (e.g. website, database, etc.) Other

Title/Edition _____

Author/Producer _____

Please answer the following questions to help us better understand your concern.

If needed, you may write on the other side of the form or attach additional pages.

1. What brought this resource to your attention?
2. Have you examined (read, viewed, listened to) the entire resource? Yes No
If not, what parts have you examined?
3. Please comment on the resource as a whole, as well as being specific about your concerns.
4. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____ Date _____