

**Larsen-Sant/Franklin County Library District – Collection Development Policy  
REQUEST FOR RECONSIDERATION**

The Larsen-Sant Library/Franklin County Library District does not censor material and strives to provide a variety of opinions and items to engage people in discourse. Patrons may challenge any item in the library.

When a patron wishes to challenge content, the following steps should be taken: Patrons must make their complaint in writing by filling out a Request for Reconsideration Form.

- Administration will research and consider the item in question.
- The Directors will discuss the challenge with the Library Board.
- The decision will be reported to the patron in writing within 20 business days.

**Information to be completed:**

Date of complaint: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City/ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**For this complaint, I**

Represent myself

OR

Represent the following organization/group: \_\_\_\_\_

I reside in the Franklin County Library District.

I read the entirety of the item that is requested for reconsideration.

By signing this form, I understand that I am making a formal complaint to the Larsen-Sant Library/Franklin County Library District in regards to an item available for checkout. I understand that my complaint will receive full attention, and that I will need to follow the above-mentioned steps. I may appeal the Directors decision by appearing at the following Board Meeting held on the 2<sup>nd</sup> Monday of each month. If I do not appear at the following Board Meeting and do not notify the Directors of any conflicts, the decision will be final.

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_

Name of person receiving complaint

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Material to be Reconsidered

Title \_\_\_\_\_

Author, composer, producer, artist, etc. \_\_\_\_\_

**Please Respond to the Following Questions:**

1. Did you read, view, or listen to the entire work? If not, what pages or section?
  
2. To what in the material do you object? Please be specific, cite pages or sections.
  
3. What good or valuable features do you find in the material?
  
4. What do you believe is the theme of this work?
  
5. What do you feel might be the result of using this material?
  
6. Have you read any review of the material? If yes, specify
  
7. Do you think this material would be more appropriate for a different age group? Please explain:
  
8. What would you like the library to do about this material?
  
9. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

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