

# **Thomaston Public Library**

## **Request for Reconsideration of Library Resources**

The Thomaston Public Library Board of Trustees recognizes the right of residents to question materials in the library collection. Complaints to staff will be referred to the library director, who will discuss the matter with the patron. If not satisfied, the patron will be given this form to complete, detailing their objections to the material, which will then be given to the Library Board of Trustees. Within 60 business days of receipt, the Board Chair will send a letter or email to the concerned person who requested the reconsideration, stating what the decision is and the reasons for the decision.

Materials under reconsideration will not be removed from use and circulation pending final decision by the Trustees.

Any resource will only be reviewed once within a 5 year period unless the content has undergone substantial revision.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you represent yourself?  Organization?

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book  Movie  Magazine

Audio Recording  Digital Resource  Newspaper

Other—Please specify \_\_\_\_\_

2. Title \_\_\_\_\_

3. Author/Producer \_\_\_\_\_

4. What brought this resource to your attention? \_\_\_\_\_

5. Have you examined the entire resource? \_\_\_\_\_

If not, what sections did you review? \_\_\_\_\_

6. What concerns you about the resource? Be specific: cite pages, disc/track, issue/dates, etc.

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

8. What action are you requesting the Library consider?

9. Are there any other comments you wish to express about this resource?

Signature:

Date:

Revised/Approved by the Library Board of Trustees, October 2012; revised September 5, 2023