



**Request for Materials Reconsideration Form**  
*Prairie River Library District*

Prairie River Library does not censor material and strives to provide a variety of opinions and items as outlined in the Prairie River Library District Collection Development Policy.

When a patron wishes to request reconsideration of an item in the collection, the process is as follows:

- Patrons must make their request in writing by filling out and signing a Request for Reconsideration Form. Incomplete reconsideration forms will not be accepted.
- Requests for reconsideration are only accepted from residents within the Prairie River Library District.
- Requests for reconsideration are only accepted for materials that are owned by the Prairie River Library District.
- The material reconsideration cannot be submitted by a patron who requested the item be added to the collection.
- The Reconsideration Committee will research and consider the item in question as complete work.
- Decisions on reconsidered materials will stand for three years before a new request for a previously reconsidered item will be considered. If you have submitted a request on a material within this time frame, the Library Director will notify you in writing.
- The decision will be reported to the patron in writing by the Library Director.
- Patrons may appeal the decision in writing to the Library Board of Trustees within 15 days of the written response.

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Please complete all of the following fields.

Date of request: \_\_\_\_\_

Full name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Library Card Barcode Number: \_\_\_\_\_

For this request I represent myself/ or I Represent the following organization/group: \_\_\_\_\_

By signing this form, I understand that I am making a formal reconsideration request to the Prairie River Library District in regard to an item available for checkout. I certify that I am a resident of the Prairie River Library taxing district. I understand that my challenge will receive full attention and that I will need to follow the above-mentioned steps.

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

\_\_\_\_\_  
Name of staff who received form

**Material to be Reconsidered:**

Title \_\_\_\_\_

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

1. Did you read, view, or listen to the entire work? If not, what pages or sections?

2. To what in the material do you object? Please be specific, and cite pages or sections.

3. How does this material not meet the selection criteria identified In the Prairie River Library Collection Development Policy?

4. What good or valuable features do you find in the material?

5. What do you believe is the theme of this work?

6. What do you feel might be the result of using this material?

7. Have you read any reviews of the material? If yes, specify.

8. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify.

9. What action are you requesting the committee consider?