

Taylor Community Library

Request for Reconsideration of Library Materials, Events, or Displays

Please type or print except for signature. Attach additional pages as necessary.

In accordance with **Taylor Community Library's Collection Development Policy** and **Programming Mission**, the Taylor Community Library collects materials and conducts programs for all ages in fulfillment of its mission to provide equitable and impartial access to information and opportunities to read, learn, connect, and create. The Library does not exclude materials based on the origin, background, or views of those contributing to its creation, and respects the rights of individuals to form their own opinions about the resources they choose to read.

By Completing and submitting this form to the Library for review, you are initiating a formal complaint process with the Library and your personal information will be associated with the complaint. Your request will be carefully considered, and you will receive written responses concerning the status of your complaint throughout the review process, which will be completed within six weeks.

The Library will review one Request for Reconsideration from one individual at a time. Additional requests can be submitted after the Library reviews the initial request. All decisions are shared with and reviewed by the Library Board of Trustees, County Administrator, County Library Board, and District Consultant, which also hears appeals to decisions.

Please answer the questions on the following page.

Taylor Community Library
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Patron First & Last Name (Please Print)

Date

Address

City

State

Zip

Phone Number _____

Email _____

Patron is representing (check one): _____ Self _____ An Organization

Work of Concern is:

- ☐ Book, audiobook, or eBook
- ☐ CD/Streaming audio
- ☐ DVD/Streaming video
- ☐ Game
- ☐ Magazine/eMagazine
- ☐ Display
- ☐ Program/Event
- ☐ Other: _____

Title of Material/Event/Display

Author's Name (If Material)

Date of Event or Location of Display (If Event or Display)

If Material, have you read, listened to, or
viewed the material of concern in its entirety?

☐ Yes ☐ No

If Event or Display, did you attend/view
the event/display of concern?

☐ Yes ☐ No

Please answer the questions on the following page.

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What brought this material/event/display to your attention?

What concerns you about this material/event/display? Please be specific and provide examples of specific passages or scenes of concern.

Have you read any professional reviews of this title or event? Please cite or attach.

In your view, what is the topic or theme of this material/event/display?

In your view, could this material/event/display be useful to better understand other points of view?

For what ages group would you recommend this material/event/display?

What action would you like the Library to take regarding this material/event/display?

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Are there other titles you recommend the Library have in its collection that could provide information or points of view on the topic addressed in the title of concern to you?

Additional Comments:

Patron Signature

Date

Please return the printed form to any Taylor Community Library staff member or mail the completed form to Taylor Community Library, 710 S. Main Street, Taylor, PA 18517. Attn: Director.

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Staff Use Only

Date	Action
_____	Name of TCL staff member who initially received Reconsideration Form from individual: _____
_____	Reconsideration form returned to the Library and copy sent to appropriate manager. Original form sent to Library Director.
_____	Individual contacted by Library Director and informed of reconsideration process.
_____	Designated Manager forms Reconsideration Committee in consultation with the Library Director.
_____	The Reconsideration Committee meets and researches the material, event, or display, and discusses request for action.
_____	Decision of Reconsideration Committee sent to Library Director.
_____	Library Director informs patron by letter of the Library's decision.
_____	Copies of Director's letter are sent to members of the Reconsideration Committee and to the Library Board of Trustees, County Administrator, County Library Board, and District Consultant.

Signature of Library Director

Date