

Hartsburg-Emden Request for Reconsideration of Material Form

The School Board of Hartsburg-Emden has entrusted the expert librarian and teachers in the district to select and evaluate materials for use in the school library and classrooms. The procedure to reconsider that expert opinion requires completion of this form in order to make a formal request. Please complete this form for any item you would like to have reconsidered. Each item must have its own form to be considered.

Date _____

Name of Person Completing Form

Address

City

State/ Zip Code

Phone

E-mail

Do you represent yourself? ___ Or an organization? ___ Name of organization _____

1. Resource on which you are commenting:

___ Book (or ebook)

___ Database

___ Textbook

___ Game

___ Movie

___ Audio Recording

___ App

___ Streaming Media

___ Magazine

___ Digital Resource

___ Newspaper

___ Other

Title of Resource

Author/ Creator

(See other side for more)

1. Is this book from the library collection, a classroom resource, or other?

2. What brought this item to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

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

6. What actions are you requesting the committee to consider?

This form is adapted from the American Library Association sample Request for Reconsideration Document for Schools.