



### Request for Reconsideration of Library Materials

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Material to be reconsidered:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Book            | <input type="checkbox"/> Magazine          | <input type="checkbox"/> Newspaper    |
| <input type="checkbox"/> Audiobook       | <input type="checkbox"/> Audiovisual Media | <input type="checkbox"/> Music CD     |
| <input type="checkbox"/> Library Program | <input type="checkbox"/> Display           | <input type="checkbox"/> Other: _____ |

Title: \_\_\_\_\_

Author/Artist/Illustrator: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

1. What brought this material to your attention? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you read, listened to, or viewed the entire work?  Yes  No

If not, which parts have you reviewed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What concerns you about this material? Please be specific. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What would you like the Library to do with this material?

Withdraw if from the Library

Move it to a different part of the Library's collection

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Explain how this action would improve the Library's service to the community.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Frank L. Weyenberg Library of Mequon-Thiensville considers all Requests for Reconsideration of Library Materials pursuant to its Challenged Materials Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by Library Management.
2. Professional staff shall review the challenge and recommend one of several actions to the Library Director:
  - a. To retain the challenged material in the collection;
  - b. To retain the challenged material, but move it to another location in the collection;
  - or
  - c. To withdraw the challenged material.
3. The Library Director then makes a final determination regarding the disposition of the material and notifies the complainant. Steps two and three may take up to three months.
4. If the complainant is not satisfied with the decision of the Library Director, they may direct their concerns to the Frank L. Weyenberg Library Board of Trustees for its consideration.