

Palo Pinto ISD Library Material – Formal Request for Reconsideration

(used only AFTER an informal request)

This form is intended to be used to submit a formal request for reconsideration of a specific library material. Prior to submitting a formal request, please review the materials in their entirety and contact the principal for an informal request meeting. Once an informal meeting has occurred and a satisfactory decision was not provided, please complete this form and submit it to the campus principal.

Board Policy EFB (Local) states that the principal shall appoint a reconsideration committee and notify committee members in accordance with administrative procedures (e.g., within 10 days of receiving the formal request for reconsideration). The committee shall prepare a written report of its findings, and the individual submitting the request for reconsideration will receive a copy of the report in accordance with administrative procedures (e.g., within 60 days of the decision of the committee members).

After a library material has been challenged and a decision is made not to remove that material, it may not be challenged again before the second anniversary of the final decision not to remove the material.

Your Name: _____ **Role:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Campus: Palo Pinto Elementary

Student: _____

Resources on which you are commenting:	
<input type="checkbox"/> Book	<input type="checkbox"/> Magazine
<input type="checkbox"/> Textbook	<input type="checkbox"/> Newspaper
<input type="checkbox"/> DVD	<input type="checkbox"/> Other: _____

Title: _____

Author/Producer: _____

On the next page, please describe the specific portions of the materials with which you are concerned. Be sure to include why you believe this material is not appropriate. (Include page numbers and be as specific as possible.)

Is the resource part of the curriculum, library collection, or other?

What brought this resource to your attention?

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

What concerns you about this resource?

What action are you requesting?

Other comments, including specific portions of the material of which you are concerned, why you believe this material is inappropriate for its intended use, and specific page numbers that justify your reasoning:

Printed Name: _____

Signature: _____ **Date:** ____/____/____