

Cook Memorial Library

Request for Review of Library Materials

Please append additional pages as needed to address the following questions and return the completed form to Cook Memorial Library.

Eligibility rules for administrative consideration:

1. Complaints and requests for review of library materials must be first presented to the Library Director for discussion and written response.
2. Requestor must be an adult patron with a Cook Memorial Library card that has been active for more than three months
3. Requests from groups or organizations will not be considered.
4. Each form can only be used for a single title.
5. A maximum of ONE (1) request per month per person will be considered. Requests will be dismissed if submitted within 30 days of a prior request.
6. A fee may be required for reconsideration of more than three requests in twelve months.
7. Materials reviewed and retained are exempt from reconsideration again for a period of three years.
8. All questions in this form require responses. Incomplete requests will be denied.

PATRON INFORMATION

Name:

Cook Memorial Library Card Number:

Phone:

Address:

City:

State:

Zip Code:

REVIEW AND CHECK APPLICABLE BOXES

- I have reviewed and understand the Library's Materials Selection and Withdrawal Policy. ***REQUIRED**
- I have reviewed and understand the American Library Association's Freedom to Read Statement and the Library Bill of Rights ***REQUIRED**
- I have attempted to resolve my complaint informally with the Library Director, and I am including documentation with this form as verification of my efforts to first resolve my complaint at the local administrative level. ***REQUIRED**
- I understand that the Library will keep contact information confidential from the general public to the greatest extent allowed by law; however, everything submitted is public record, subject to public records laws. ***REQUIRED**

Please attach additional pages as needed to address the following questions, all of which are required.

1. Why are you requesting a review of this Library material? Please be as specific as possible about the parts that cause you concern.

2. Did you read/view/listen to the **entire** material?

- Yes No

IF NO, what percentage did you read/view/listen?

- Only the passages/pages reported
 Less than 25%
 About 50%
 About 75%
 More than 75%

3. What do you believe is the overall message intended by the creator(s) of this material?

4. What action(s) do you recommend the library consider taking regarding this material?

5. What alternate material representing the viewpoint of this material in a “better way” would you recommend the Library include in its collection?

6. What originally prompted you to look at and/or borrow the material from the Library?

7. Do you attest that you read/viewed/listened to this material voluntarily?
 Yes No
IF NO, please describe why.
8. What reviews, critiques, or other resources evaluating this material would you recommend the Library consider in its reassessment?
9. Which audience collection(s) would you recommend this item be grouped in?
(Check all that apply)
 Adults 18+ Young Adults 13-17 Children 0-12 None
10. Do you believe this material violates Library policy or federal, state, or local law?
 Yes No

IF YES, please cite the specific policy and/or statute(s).
11. Has reading, listening to, or viewing this material directly caused you or one of your immediate family members personal or financial harm?
 Yes No

IF YES, please describe. Be as specific as possible to show a clear connection between the alleged harm and the Library material.
12. If an adult Library patron disagrees with your viewpoint, why should they accept the action(s) you are recommending?

13. Do you agree with the following principles?

Reading is a foundational skill, critical to future learning and to exercising our democratic freedoms

Yes No

Books are tools for understanding complex issues.

Yes No

Limiting young people's access to books does not protect them from life's complex and challenging issues.

Yes No

Individuals should be trusted to make their own decisions about what to read.

Yes No

Individuals should not be making decisions for other adults or other adults' children.

Yes No

Young people deserve to see themselves reflected in our Library's collection.

Yes No

If you marked no to any of the above principles, why?

BY SIGNING, I ATTEST that I am the petitioner and the responses provided above are true as I verily believe. I understand that:

- Anonymous or unsigned requests will not be considered.
- Upon submission, this form is a public record and my name may be publicly disclosed.
- The Library will keep contact information confidential from the general public to the greatest extent allowed by law; however, everything submitted is public record, subject to public records laws.
- The Library may share this Request for Review with organizations that gather information about such challenges. Personal contact information will not be included.

Signature (required) _____ Date _____