

## **Fobes Memorial Library**

### **Request for Reconsideration Form**

Patrons from the town of Oakham who wish to request the removal or reclassification of materials currently owned by the Library may submit this completed form. The material in question will remain on the shelves and in circulation until a final decision is made. Once a completed form is submitted, the following process will begin:

- The Library Director will acknowledge receipt of this form within 14 days.
- The Library Director will review the Reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
- A written response stating the reasons for the decision will be made by the Library Director to the patron within 30 days of acknowledging the Reconsideration form.
- If the patron is not satisfied with the decision, a written appeal may be submitted to the Board of Trustees within 14 days of the date of the Director's letter.
- If the Board plans to address the appeal at their Board meeting, the patron will be notified of the time and date of the meeting.
- The Board of Trustees reserves the right to limit the length of public comments.
- The decision of the Board is final and will be upheld for a period of 5 years.

Each CWMARS cardholder may submit one Reconsideration form at a time, for one title per form. Only Oakham residents with an active CWMARS library card may submit a form.

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

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

Library Card Number: \_\_\_\_\_

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

Town/State: \_\_\_\_\_

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

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of Organization: \_\_\_\_\_

1. Resource on which you are commenting:

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

Author: \_\_\_\_\_

Library barcode: \_\_\_\_\_

2. What brought this resource to your attention?

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

4. What concerns you about the resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

6. Have you read the Library's Collection Development Policy? YES NO

7. What action are you requesting be considered regarding this resource?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_