



# Request for Reconsideration of Library Materials

*This form is used to request a formal review of library materials under Board Policy 4.403. Please complete and submit it to the school principal for consideration.*

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

## REQUESTOR INFORMATION:

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

Relationship to School:  Employee  Parent/Guardian  Student  Other: \_\_\_\_\_

## MATERIAL INFORMATION:

Title of Material: \_\_\_\_\_

Author/Creator: \_\_\_\_\_ Type of Material: \_\_\_\_\_  
(e.g., book, video, digital resource, etc.)

## DETAILS OF THE REQUEST TO RECONSIDER:

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

Have you reviewed the material in its entirety?  Yes  No

If no, which sections or aspects of the material have you reviewed?

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

What specific concerns do you have about this material?  
(Please be as specific as possible, including page numbers or other identifiers.)

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

What do you believe might be the impact of this material on students?

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

## ACTION REQUESTED:

What action are you requesting regarding this material?

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

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

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## *For Administrative Use Only:*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_