

Sample Form: Formal Request for Reconsideration of Specific Library Collection Material

The Howard Lake-Waverly-Winsted school board adopted Policy 606.5 (Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for formal reconsideration of specific library collection material.

A Howard Lake-Waverly-Winsted school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

School Building Principal _____ (name of school district employee)	Dr. Stephanie Kuehn-HS skuehn@hlww.k12.mn.us Jim Schimelpfenig-MS jschimelpfenig@hlww.k12.mn.us Jen Olson- Elm jolson@hlww.k12.mn.us _____ (location/email address/other)
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_____ **Date**

_____ **Name of Requestor**

_____ **Address**

_____ **Phone** **Email**

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have concerning this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

Have you examined the entire Library Material? If not, please identify the sections you reviewed.

Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5

Please set forth the resolution that you seek.

[Note: Minnesota school districts and charter schools may revise this sample form as they deem appropriate.]