

Request for Reconsideration of Library Resources

The Board of Trustees of the Comsewogue Public Library has delegated the responsibility for selection and evaluation of library resources to library personnel and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, return the completed form to: **Debra Engelhardt, Library Director, Comsewogue Public Library, 170 Terryville Rd., Port Jefferson Station, NY 11776**

Request Initiated By:

Name _____ Date _____

Address _____ City _____

State _____ Zip _____

Phone _____ Email _____

Do you represent Self? ____ Group or Organization? (Please name): _____

1. **Resource** on which you are commenting:

____ Book ____ Magazine ____ DVD/Video ____ Display/Exhibit ____ Magazine ____ Library Program
____ Audio Recording ____ Newspaper ____ Electronic information/network (please specify)
____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the *entire* resource?

4. What, *specifically*, concerns you/do you object to regarding the resource? (list *specific* objections/concerns/recommendations; use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What would you like to see Comsewogue Public Library do about this resource?

Signature

Date

Date Rec'd/Initials: