

## Exhibit A — Request for Reconsideration of Library Material

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

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

Name of Requestor's Student(s) or  
Other Affiliation to the District: \_\_\_\_\_

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

City / State / Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you discussed your concern with library or school personnel?

- Yes; please identify the person you spoke with: \_\_\_\_\_
- No

### Library material on which you are commenting:

Library materials may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained by the campus library.

- Movie
- Website
- Software application or other educational technology
- Book
- E-Book
- Magazine
- Newspaper
- Audio recording
- Video/Streaming Media
- Library program
- Electronic information/network (*please specify*): \_\_\_\_\_
- Other: \_\_\_\_\_

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

Author/Producer: \_\_\_\_\_

1. Have you reviewed the library material(s) in their entirety? *(If not, please do so before completing and submitting this form or explain below why reviewing the material in its entirety is not practical.)*

Yes

No, because \_\_\_\_\_.

2. To what in the library material(s) do you object? *(Please be specific. Cite pages and the like.)*

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

3. What do you believe might be the result of using this library material?

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

4. For what age group would you recommend this library material?

\_\_\_\_\_

5. What do you believe should be done with the library material in question?

Remove it from the library.

Do not allow my child to use this library material.

Restrict in the following manner: *(For example, restrict to a more mature audience, require parent permission.)*

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

Complainant's signature: \_\_\_\_\_

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

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***For District's Internal Use Only***

Copies of this form must be distributed to the following positions:

- Superintendent or designee (*specify*): \_\_\_\_\_
- School librarian
- All Board members
- Any staff designated by administrative procedures (*specify*): \_\_\_\_\_