



Request for Reconsideration Form

Patrons from the Chicopee community who wish to request the removal or reclassification of materials currently owned by the Library or one of its branches may submit this completed form. The material(s) 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 Director and appropriate professional staff will review the Reconsideration form and the material(s) 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 21 days of receiving the Request form.
- If the patron is not satisfied with the decision, a written appeal may be submitted to the Board of Trustees within 10 business days.
- 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.

Each household may submit one Reconsideration form at a time, for one title per form.

Date _____

Name _____

Library Card Number _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

Name of Organization _____

1. Resource on which you are commenting:

Title _____

Author/Producer _____

Library Barcode (if applicable) _____

2. What brought this resource to your attention?

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

4. What concerns you about the resource?

5. Are there resource(s) 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 the committee consider?

Signature: _____ Date: _____

Approved by the Board of Library Trustees: June 6, 2022