



PO Box 84
Pine River MN 56474
218-587-2171 krls.org

Reconsideration Form

Request for Reconsideration of Library Resource or Material

By completing this form, you are asking that the Library reconsider its selection of a library resource, material, or messaging. When the request is received, staff will review the resource and prepare a recommendation. You will receive a letter containing this recommendation. If you have remaining concerns, you may then request a conference with the Director or their designee to discuss the resource and the staff recommendation.

Request initiated by:

_____ First Name Last Name

email: _____

Phone:

_____ Cell Home or work phone

Do you reside in the KRLS service area? Yes No

Address:

_____ Street Apt#
_____ City Zip

What is your comment in regard to:

- Printed Material
- Gap in materials or resources
- Video/Audio Recording
- Library Program
- Display
- Social Media
- Electronic Resource
- Other _____

Where did you first notice the material or resource:

- Social Media
- Name of Library _____
- Other _____

Title: _____
(if applicable)

Author/Producer: _____
(if known)

What brought this issue to your attention?

Did you read, watch, or review, the entire resource or material? Yes No

If not, what sections? _____

What action are you requesting the committee consider?

Privacy Notice: Data provided on this Request for Reconsideration, including data about the requester, may be considered public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

STAFF USE ONLY	
Name of Staff & Building receiving initial complaint:	_____
Date Reconsideration Form was given to Patron:	_____

Name of Staff & Building completed form delivered to:	_____
Date completed form was delivered to building:	_____
FORWARD THIS COMPLETED FORM TO LIBRARY DIRECTOR IMMEDIATELY	

Explain your understanding of the intent/purpose of the material (to educate, to entertain, etc.) and the audience it was created for.

What are your concerns? (Be specific - include citations or quotes from materials)

How has the material or other item been assessed in professional reviews? (Cite sources)

Who would be negatively impacted if the requested action is not taken, and how would they be impacted?

Generally, requests for reconsideration restrict access by removing, relocating, or taking other actions to materials. Please explain why your beliefs about this materials should restrict other community members' access.

I have read KRLS' Collection Development Policy: Yes No

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