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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Boise Public Library is committed to providing materials in multiple formats for information, education, and entertainment. Specific titles in the Boise Public Library Collection will be reviewed upon written request from residents of Boise via a completed Request for Reconsideration form (Exhibit 5.02a) When a completed form is filed, the Library will begin its reconsideration process.

The reconsideration process consists of the following steps:

1. Staff will review the materials under consideration. The staff will communicate its decision to the patron in writing within 20 business days.
2. Should the patron not be satisfied with the staff's decision, the patron can submit a written request for Director review. The Director will review the material in question in consultation with appropriate staff. The Director will communicate his or her decision to the patron in writing within 20 business days of the request for Director review.
3. The patron may appeal the Director's decision to the Library Board of Trustees. The decision of the Board will be communicated to the patron and will be final.

TITLE _____

AUTHOR/PERFORMER _____

PUBLISHER/COPYRIGHT DATE _____

ITEM BARCODE _____

Request initiated by _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Email address _____

Library Card number (optional) _____

(continued on reverse)

Do you represent:

_____ Yourself
_____ An Organization (name) _____
_____ Other group (name) _____

1. To what in the material do you object? Why do you object? (Please be specific; for example, cite pages and specific passages. Use additional sheet if necessary.)

2. Did you read, view or listen to the entire work? _____
If not, what parts did you read, view or listen to? _____

3. What do you feel would be the result of reading, viewing, or listening to this material? _____

4. What parts of the work do you think are accurate and valuable? _____

5. What do you believe the theme of this work to be? _____

6. Are you aware of judgments of this work by professional critics? _____

7. For what age group would you recommend this work? _____

8. What action are you requesting the library take in regard to this work? _____

Signature

Date

By signing this form I understand that I am making a formal complaint to the Boise Public Library about an item available for checkout. I acknowledge that this document will become a public record as soon as it is received by Library staff. I understand that to complete the process I must follow the above-mentioned steps in the timeline stated.