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**Request for Reconsideration of Library Materials**

The Board of Trustees of the Tunbridge Public Library has delegated the responsibility for selection and evaluation of library materials to the Library Director. To request the reconsideration of library materials, submit this completed form in person to the library. The Library Director will consider each request form relative to the criteria in the Materials Selection Policy, in addition to considering the principles of the ALA Library Bill of Rights, the Challenged Materials interpretation of the Library Bill of Rights, and other appropriate sources. A written response will be sent to the individual making the request in a timely manner.

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| --- | --- |
| Name:  | Date: |
| Representing: (circle one) self / organization |
| Email:  | Phone: |
| Street Address: |
| City:  | State/Zip: |

**Library Material/Resource**

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| --- |
| Title: |
| Author/Creator: |
| Publisher/Producer: |
| Format type: (e.g. book, DVD, magazine, etc.) |
| Describe your concerns: (Please be as specific as possible: pages, timestamp, etc.) |

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| --- |
| Have you read/viewed/listened to the entire work? (circle one) YES / NO |
| What would you like the library to do about this material? Discard from collection \_\_\_\_ Reshelve in another location \_\_\_\_\_ |
| Suggestions of other material to provide additional information and/or viewpoints on this  topic? |

*This form must be submitted in person to the Tunbridge Public Library by the individual listed  above. We appreciate your concerns and welcome your comments.*