

**Appendix I:**  
**Request for Reconsideration of Materials Form**

The suitability of particular books or other materials for the library collection may occasionally be questioned by individuals or groups. Patrons are free to enjoy, dislike or ignore any item in the collection. The library does not endorse opinions contained in its materials. The library believes that censorship is purely an individual matter and declares that while anyone is free to reject materials for themselves, that individual cannot exercise this right of censorship to restrict the freedom of other persons to any materials. A request to remove library materials creates complex legal and ethical questions for both the library and the community. Consequently, this issue is taken very seriously by the library and will be viewed objectively and as an important matter.

Materials being reviewed will not be removed from circulation during this process. General acceptance of the material will be checked by consulting authoritative lists and critical reviews in light of the library selection policy. Passages will not be taken out of context and the material will be evaluated in its entirety. A committee of one library staff member and two library board trustees will report its evaluation and any recommended action to the library manager. Within 30 days of receipt of the reconsideration request, the complainant will be informed of the results of the committee's evaluation and any action to be taken by the library. In the event of an appeal of this decision by the complainant, the library board will serve as the final arbiter.

For your request for reconsideration to be reviewed, you must be a registered card holder of the Cascade Public Library and the form below must be signed.

If you wish to request reconsideration of library materials, please complete the form below and return it to: Library Manager, Cascade Public Library, PO Box 10, Cascade, ID 83611

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Representing: Self: Y        N

Organization: \_\_\_\_\_

Material on which you wish to comment:

- Book
- Video/DVD
- Magazine
- Audio Book
- Compact Disc
- Other

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

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

Did you read, view or listen to the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_

What do you find objectionable about the material? Please site specific passages.

What do you feel might result from the use of this material?

Is there anything positive about this work?

What would you like us to do about this work?

- Withdraw it from the collection
- Reclassify (move) to another part of the library collection.
- Other: \_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_

In its place, what works would you recommend on this topic? \_\_\_\_\_

\_\_\_\_\_

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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_