



Berkeley Public Library, and the Board of Library Trustees, supports the American Library Association's Library Bill of Rights. We also value the community member's right to express their concerns regarding materials that are a part of the library's collection. If there is an objection to an item being in the Library's collection, there is an option to request that the item be re-evaluated. The requesting library patron must complete this form and submit it to library staff.

Once the completed form has been submitted, the Library Director will appoint a review committee of library staff members with appropriate professional expertise. After a thorough review has been completed, the committee will make its recommendation to the Library Director. The Library Director will review the committee's findings and contact the requesting party with her decision. If the requesting party is not satisfied, and wishes to appeal the decision, the request will then be forwarded to the Board of Library Trustees. The Board of Library Trustees will have final decision on any request for the removal of materials from the Library.

*Please respond to the following:*

**A. Description of item concerned:**

Check one:  Book  Magazine/Newspaper  Video/DVD  
 Cassette/CD  Other (Describe)

Author/Artist: \_\_\_\_\_

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

Publisher or Distributor: \_\_\_\_\_

**B. Questions about the item:**

1. What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed). \_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/view/hear the entire work?  Yes  No

If not, what parts did you read/view/hear? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Have you read any published reviews of this item?  Yes  No

If yes, please give name and date of publication: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What would you like the library to do about this item? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Do you have a recommendation for an alternative to this item? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**C. In order to respond to your request, we need the following information:**

Your name: \_\_\_\_\_

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

Telephones: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail address: \_\_\_\_\_

Representing:  Self  Organization (Name) \_\_\_\_\_

Other (Identify) \_\_\_\_\_

**D. Signature of person submitting the Reconsideration Form:**

\_\_\_\_\_ Date \_\_\_\_\_

**Berkeley Public Library appreciates your interest in the Library's collection. You will receive notification of the progress or decision of this request within: thirty days from the date the form is received by the library.**

**E. Signature of Library staff member receiving the Reconsideration Form:**

\_\_\_\_\_ Date \_\_\_\_\_