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____________