



**Request for Reconsideration of Library Material  
Approved by the Board of Library Trustees on September 1, 2020**

Title \_\_\_\_\_

Author/artist/director \_\_\_\_\_

Type of material (book, film, etc.) \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_

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

If not, what parts are you familiar with? \_\_\_\_\_

Please describe the reason for your request. Separate pages may be attached. \_\_\_\_\_

What action would you like the public library to take with this material?

Move it to a different part of the library collection

Where

Withdraw it from the collection

Other action: please describe \_\_\_\_\_

Signature \_\_\_\_\_

### **Reconsideration Procedure**

Library staff will consider the request using the following procedures:

1. Customers are encouraged to speak to the Library Director about their concerns before submitting this form if possible.
2. Reconsideration form must be completed in full and submitted to the Library Director either in person, by mail (Director, Nashua Public Library, 2 Court Street, Nashua, NH 03060) or by email to [libraryadmin@nashualibrary.org](mailto:libraryadmin@nashualibrary.org).
3. The request for reconsideration will be reviewed by members of the Material Selection Committee within 2 weeks of receipt of the form. Their review will rely on an examination of the item, input from the selector who chose the item and an examination of reviews of the material in professional review journals. The committee's recommendation regarding the request will be made in line with the principles outlined in the following documents, which are attached to this form:
  - a. The American Library Association's "Freedom to Read" and "Freedom to View" statements
  - b. The Library Bill of Rights
  - c. The Nashua Public Library's material selection policy
4. The Material Selection Committee will submit its recommendation to the Library Director, who will make a final determination and communicate the decision in writing to the customer within 30 days of receipt of the request.
5. Customers may appeal the decision of the Library Director to the Board of Trustees, either by mail (Board of Trustees, Nashua Public Library, 2 Court Street, Nashua, NH 03060) or email ([plt@nashuanh.gov](mailto:plt@nashuanh.gov))