

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Requests for Reconsideration will be considered by a committee composed of the Deputy Director, the manager of the facility where the complaint took place, the Assistant Director for Resources and Finance, the Collection Development Coordinator and the selector for that subject area. The decision of this committee will be communicated to the Library Director who will make the final decision. The Library Director will communicate the decision by letter to the complainant. Should a complainant wish to appeal the decision, he or she may do so by requesting a hearing by the Library Board of Trustees. The appeal should be made in writing to the Library Director at least one week prior to a board meeting. The Library Board of Trustees advises the Library Director, who is authorized by the County Manager to make a final decision.

Cardholder Name: _____

Library Card Number: _____

Address: _____ Phone: _____

City/State/Zip: _____

Email address: _____

Complainant represents: self ☐ or an organization (name) _____

Title: _____

Author or Artist: _____

Publisher or Producer: _____

Call Number or URL: _____ Format: _____

Have you read, watched or listened to the entire work? _____

Have you read the Durham County Library Resources Selection Policy? _____

Please describe your concerns about this resource. Include specific pages, section numbers or timestamps that point to selections that illustrate your concerns. Please add additional pages as needed.

Did you find anything of value about this resource? _____

Are there resources you would suggest that provide additional information and/or other viewpoints on this topic? _____

What would you like the library to do with this resource? _____

Signature of requestor: _____ DATE: _____



Staff use only

Date received: _____

Location: _____

Staff initials: _____

Date Director received: _____

Director's initials: _____