



Materials Reconsideration Request

Cooper-Siegel Community Library and Sharpsburg Community Library have a materials selection policy and a procedure for gathering input about particular items from our community. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, you must live in our service area, which is the six municipalities that comprise the Fox Chapel Area School District. Please return the completed form to the library executive director.

A committee of professional librarians will be convened by the library director to review the request. Due to the thoroughness of this procedure and the staff time it takes, we will only reconsider the same resource once every two years. A written response will be provided to the community member, once the reconsideration is complete.

Name _____

Date _____

Address _____

Phone _____

Email _____

Do you represent yourself? Or an organization? Name of Organization _____

1. Title _____

Author/Producer _____

- Book
- Magazine
- Digital Resource
- Newspaper
- Movie
- Audio Recording
- Game
- Other _____

2. How was this resource brought to your attention?

3. Have you read/viewed the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee to consider?
