

**RICHARDSON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth in Board Policy EFB(LOCAL). This form shall be used for all challenges related to library materials made available for voluntary reading and inquiry. Policy EFA(LOCAL) should be consulted for all challenges related to instructional materials.

Name of Person Initiating Request: _____ **Date:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone Number:** _____

Email: _____

In what capacity are you making this challenge? *(check all that apply)*

- Parent of a District Student District Employee

Which type of resource are you challenging? *(check only one)*

- Book
 Magazine: Whole Publication Article
 Video Recording
 Audio Recording
 Other: _____

Title of Library Material: _____

Author/Producer: _____

1. Have you reviewed the resource in its entirety?

- Yes
 No *(If not, please do so before completing and submitting this form?)*

2. What brought this resource to your attention?

3. Please comment on the resource as a whole and be specific on those matters that concern you. *(Use other side or attachments if needed)*

4. What do you believe might be the result of providing access to this resource for voluntary reading/inquiry?

5. What do you believe should be done with the resource in question? *

(You may request that your child not be allowed to use the resource without filling out this form)

- Do not include in any library as a voluntary reading/inquiry option
- Allow it to be included as a voluntary reading/inquiry option at certain levels only - please specify which levels (select all that apply)
 - Elementary school & up (excludes early childhood)
 - Middle school & up
 - High school only

Requestor's Signature: _____ **Date:** _____

Return this completed form to the District's Library and Information Technology Office

Received by: _____ **Date Received:** _____