



Request for Reconsideration

The Trustees of La Crosse County Library have established this procedure for gathering input about particular library resources. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director

La Crosse County Library
121 W Legion St
Holmen, WI 54636

Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? ____ Or an organization? ____
Name of Organization _____

1. Resource on which you are commenting:
____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
____ Digital Resource ____ Game ____ Newspaper ____ Program ____ Display ____ Other

Title _____
Author/Producer/Location _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. What other resource(s) would you suggest of equal or better quality which could convey a valuable picture or perspective of this subject matter?

6. What action are you requesting the committee consider?

Date _____ Signature _____

Request for Reconsideration **A guide to La Crosse County Library's policies regarding**

Reconsideration of Resources

Requests for Reconsideration forms will be made available at all County Library facilities. The procedure for reconsideration of action, whether it is for removal or for the addition of resources, will begin with the Library Director reviewing the completed reconsideration form. The form may then be designated to the appropriate librarian. Anonymous submissions will not be considered valid requests for reconsideration.

Decisions will be based upon:

- La Crosse County Library's current policies
- Supporting materials (including reviews, publication notices, collection and display needs)
- Programming goals.

If the designated staff maintains that the original action was appropriate, a response will be issued in writing to the complainant. At that time the Library Board will be given notice of the complaint and a copy of the response.

This policy includes (but is not limited to) requests about the following resources:

- Item placement into the collection
- A decision not to purchase an item
- Display creation
- Library programs

Should the complainant wish to pursue the issue with the Library Board, they will be invited to speak publicly at the next calendar Library Board Meeting in defense of their complaint. The Library Board reserves the right to postpone action for further consideration for 30 days. The formal action taken by the Library Board will be final.