



### **Request for Reconsideration Form**

Please complete this form if you are lodging a concern regarding a library display, program or library resource. *You may only submit one item per form*

- Only Granby residents are eligible to submit a concern.
- This form must be completed in its entirety or will be considered invalid.
- Reconsideration requests are not confidential patron records under section 11-25 of the CT general statutes

<b>Date</b>			
<b>Legal Name</b>			
<b>Address</b>			
<b>Phone</b>			
<b>Email</b>			
<b>Library Card #</b>			
<b><i>Do you represent a particular group or organization in this concern? If so, please explain:</i></b>			
<input type="checkbox"/> <b>Item in Library Collection</b>		<input type="checkbox"/> <b>Library Program</b>	
<input type="checkbox"/> <b>Library Display</b>		<input type="checkbox"/> <b>Other</b>	

<b>Title (Book, Program, etc.)</b>			
<b>Author(s)/Presenter/Display Theme</b>			
<b>Format (book, magazine, dvd, etc.)</b>			
<b>Publisher &amp; Date</b>			

<b>How did you learn about this resource?</b>
<b>Have you read/ viewed/ listened to the resource in its entirety?</b>

**What specific portion/portions of this item concerns you? Include citations, quotes, etc. Be as specific as possible:**

**Please explain or describe how this passage/aspect was brought to your attention:**

**Please explain the theme, intent, or focus of this particular work in your own words. Please be as specific as possible.**

**What do you think would be the result of reading / viewing / listening/attending to this particular work? Please explain in detail.**

**Did you consult any published reviews concerning this work? If so, please list as many as you recall.**

**What action would you recommend to the Library so as to provide a resolution? What would you replace the material with? Please explain in detail including titles and reviews of the selections.**

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Signature

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Date

*Your signature indicates that the opinions and information expressed in this form are your own and that the information provided in this form has been provided without any influence or guidance by another individual and/or organization.*

Upon completion, this form will be given to the Library Director who will review your submission in conjunction with Library staff and the Library's policies. A written response will be mailed to you as soon as is reasonably possible, usually within two weeks.

If you are not satisfied with the decision of the Library Director, you have the option of requesting in writing that your submission be presented to the Granby Library Board. This request must be submitted to the Board within two weeks of your receipt of the first decision. Upon presentation to the Board, a written response will be sent to you as soon as is reasonably possible after the next meeting of the Board, usually within two weeks.

*Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.*

**Staff Use:**

Received on:	By:
Received Library Director:	
Reviewed Library Director:	Response:

*Revised and approved 1/11/2021*