

Public Concerns/Complaints about Instructional Resources (Sample Notice) – Exhibit

The reconsideration form will only be completed if you request that this book be removed from the current library. Parents always have the choice to restrict their child's access to library materials. Please use this form to initiate a request.

Before completing this form, **you must read or view the library item in its entirety.** Forms submitted without a complete examination of the disputed item will not be considered.

- All fields on this form must be completed in a full and meaningful way.

Your Name:	Date:
Your Address:	
Phone:	Email:
What is your relationship with the district?	
<input type="checkbox"/> Current student <input type="checkbox"/> Parent of the current student <i>Student name:</i>	<input type="checkbox"/> Current staff member <input type="checkbox"/> Other, <i>describe:</i>
Who do you represent? <input type="checkbox"/> Self <input type="checkbox"/> Organization, <i>describe:</i> _____	
What type of resource are you commenting on?	
<input type="checkbox"/> Book <input type="checkbox"/> Ebook <input type="checkbox"/> Periodical <input type="checkbox"/> Database	<input type="checkbox"/> Film/DVD/Kit <input type="checkbox"/> Audio Materials <input type="checkbox"/> Online subscription <input type="checkbox"/> Other:

Title/Description:
Author or creator:
Publisher or producer:
Date of publication or production:
Have you personally read or viewed the material in its entirety (required)?

The following questions are to be answered after the requester has **read, viewed, or listened to the material in its entirety.**

1. What brought this material to your attention?
2. Explain the purpose and theme of this material as you understand it.
3. If the material is used in an instructional setting, are you aware of the educators' purpose for selecting or producing this material? If so, what is it?

4. Does this material have any redeeming instructional value? What worthy qualities does this material contain?

5. What are your concerns about this material?

6. To what in the material do you object? Please cite page numbers or locations and quote specific passages in the material that demonstrate your concerns.

7. What might be the result of reading, viewing, hearing, or examining this material?

8. How has this material been assessed by professional reviewers or educators? Please provide the text of a review and the citation from an objective, professional review source (e.g., *School Library Journal*, *School Library Connection*, *Library Journal*, *Kirkus*, *Booklist*).

9. In place of the challenged material, what high-quality educational resources do you suggest to provide additional information or other viewpoints on this topic? Please provide title, author, publisher, and copyright date.

<p>10. Please provide the text of a review and the citation from an objective, professional review source for the material you recommended above.</p>
<p>11. What action are you requesting the district take about this material?</p> <p><input type="checkbox"/> Use with professional guidance</p> <p><input type="checkbox"/> Use with parental permission</p> <p><input type="checkbox"/> Re-evaluate the material for removal from the collection</p> <p><input type="checkbox"/> Relocate the material to (circle one) elementary, middle school, and high school</p> <p><input type="checkbox"/> Other, <i>describe</i>:</p>

By signing this form, the request initiator is waiving the right of confidentiality to this information and is granting approval for copies of this form to be shared as necessary with school employees, parents, students, and community members to facilitate a resolution to the concern identified within.

Signature of request initiator *Date*

Date of Receipt of this form

Received by

To be completed by committee member:

Members of the school or district reconsideration committee	
Others in attendance at meetings	
Dates of meetings	
The decision of the school or district reconsideration committee:	

Within the waiting period, did the principal, supervisor, or Assistant Superintendent for Assessment, Curriculum, and Instruction receive any letters from sources within the District that expressed opposition to the decision rendered by the reconsideration committee?

If so, attach the letter(s) and forward all related materials to the Assistant Superintendent for Assessment, Curriculum, and Instruction or designee who will initiate hearing procedures.

Adopted: May 8, 2024

| St. Vrain Valley School District RE-1J, Longmont, Colorado