

**Chambers County Library System
Request for Reconsideration of Library Materials**

Please list below the details behind your request for reconsideration. Use additional paper as needed.

Please return the completed form to your library or branch, or mail to:

Molly McGinty, County Librarian
Chambers County Library System
P.O. Box 520, Anahuac TX 77514

Library system staff will prepare a complete written re-evaluation of the material in question, and respond in light of established policies, within a set time limit. (Please see the timeline below). A reply will be sent to you, and a copy given to the Chambers County Library Advisory Board members. Thank you for your interest and concern. Please return this form one month before the next scheduled meeting. Meetings are held the 2nd Tuesday of the following months: February, May, August, & November.

1. Where is the material located?

Branch _____
Database (online resource) _____
Other _____

2. Resource on which you are commenting:

- Book/eBook
- Movie
- Magazine
- Audio recording
- Digital resource
- Game
- Newspaper
- Program
- Display
- Other

3. Title:

Author/Producer:

4. What concerns you about the resource? Cite examples, and pages (if applicable) as appropriate.

5. What changes would you recommend concerning this item? What action would you like to see taken by the library staff?

6. Have you spoken to any staff members about this item prior to this request? If you can give us the staff member's name, it would be appreciated.

7. What brought this book to your attention? Do you have a magazine review, a news article, or information from an organization that would provide background on your concern? Please list your sources or attach copies, if available.

Please print the following information for an accurate and timely reply:

Request initiated by:

Library card number:

Telephone number:

Mailing address:

To be completed by staff:

Date of request for reconsideration received:

Date of staff mailing of reviews:

Date of reply by patron:

Date of Library Advisory Board Meeting where item receives consideration: (Board meets quarterly, 2nd Tuesdays of February, May, August, November)

Date of reply to patron with Board decision. (within one week of Board meeting)

Revised, Chambers County Library Advisory Board, November, 2007