

**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:

Valerie Jensen, 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.

1. Name of branch where material is located:

2. Title of item of concern:

3. Author (if any):

Call number:

4. Please indicate the nature of your concern about this item. Cite examples and pages as appropriate. What do you feel might be the result of reading this book?

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:

Date of request for reconsideration:

Date of staff mailing of reviews, etc.: (within two weeks of complaint)

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