Request for Reconsideration of Library Materials

Please complete this form if you wish to request the reconsideration of material owned by Otis Library. All fields must be completed, and the form must be submitted in writing to the Executive Director. All requests must be made by a resident of Norwich, Connecticut.

Name (Please print): _____
Address: _____
Phone Number: _____
Email Address: _____

Type of Resource: □ Book □ Movie □ Audiobook □ Magazine □ Video Game
□ Digital Resource □ Newspaper □ Other _____
Title: _____
Author/Editor/Creator: _____
Publisher/Producer: _____
Date of Publication: _____

1. What brought this resource to your attention?

_____
_____

2. Have you read, listened to, or viewed the entire resource? □ Yes □ No
If not, what parts have you examined?

_____
_____
_____

3. To what do you object? Please be as specific as possible, including citations, quotes, and the reason for your objection. Include additional paper if necessary:

_____
_____
_____

4. Who would be negatively impacted by the Library's ownership of this material and how? (citations and evidence required):

_____
_____

5. For what age group would you recommend this resource? _____

6. Explain the purpose of this material:

_____
_____

7. What positive qualities or overall value does the material present?

_____
_____
_____

8. Explain how the material fails to meet Intellectual Freedom standards:

_____
_____
_____

9. Explain how the material fails to meet the requirements of the Library's Collection Development and Maintenance Policy.

_____
_____
_____

10. What would you like the Library to do about this material?

_____
_____
_____

11. Are there materials you can suggest that would provide additional information and/or other viewpoints on the topic? (include titles, author/creator, publisher)

_____
_____
_____

12. How has the material you have suggested been assessed in professional review sources (include citations)?

_____
_____
_____

13. Are representing your own thoughts and opinions throughout this request? □ Yes □ No

14. Do you represent a group or organization? □ Yes □ No
If yes, please identify the group or organization: _____

Patron Signature _____ Date: _____

To be considered, each form must be signed and filled out in its entirety. Within 60 days of the Executive Director's receipt of the completed form, you will be notified in writing of the results of the reconsideration process. Please note that reconsideration requests are not confidential patron records under Section 11-25 of the Connecticut General Statutes.

Return to:
Otis Library
Attention: Executive Director
261 Main Street
Norwich, CT 06360

Request for Reconsideration of Library Display

Please complete this form if you wish to request the reconsideration of materials or items displayed at Otis Library. All fields must be completed, and the form must be submitted in writing to the Executive Director. All requests must be made by a resident of Norwich, Connecticut.

Name (Please print): _____
Address: _____
Phone Number: _____
Email Address: _____

Audience: □ Adults □ Families □ Teens □ Children □ Other: _____

1. What brought this display to your attention?

_____
_____

2. What are your concerns about this display? Please be specific.

_____
_____

3. What, in your opinion, were the positive aspects of this display?

_____
_____

4. What would you recommend to replace or supplement this display?

_____
_____

5. Are representing your own thoughts and opinions throughout this request? □ Yes □ No

6. Do you represent a group or organization? □ Yes □ No
If yes, please identify the group or organization: _____

Patron Signature _____ Date: _____

To be considered, each form must be signed and filled out in its entirety. Within 60 days of the Executive Director's receipt of the completed form, you will be notified in writing of the results of the reconsideration process. Please note that reconsideration requests are not confidential patron records under Section 11-25 of the Connecticut General Statutes.

Return to:
Otis Library
Attention: Executive Director
261 Main Street
Norwich, CT 06360

Request for Reconsideration of Library Program

Please complete this form if you wish to request the reconsideration of a program hosted by or presented at Otis Library. All fields must be completed, and the form must be submitted in writing to the Executive Director. All requests must be from a Norwich resident.

Name (Please print): _____
Address: _____
Phone Number: _____
Email Address: _____

Audience: □ Adults □ Families □ Teens □ Children □ Other: _____

1. What brought this program to your attention?

_____
_____

2. Did you attend the entire program? □ Yes □ No
3. If not, what, if any, portion of the program did you attend?

_____
_____

4. What are your concerns about this program? Please be specific.

_____
_____

5. Did you share your concerns with Library staff at the program? □ Yes □ No
6. If so, what was their response?

_____
_____

7. What, in your opinion, were the positive aspects of this program?

_____
_____

8. What would you recommend to replace or supplement this program? (please include contact information of suggested presenter, if applicable)

_____
_____

9. Are representing your own thoughts and opinions throughout this request? □ Yes □ No

10. Do you represent a group or organization? □ Yes □ No
If yes, please identify the group or organization: _____

Patron Signature _____ Date: _____

To be considered, each form must be signed and filled out in its entirety. Within 60 days of the Executive Director's receipt of the completed form, you will be notified in writing of the results of the reconsideration process. Please note that reconsideration requests are not confidential patron records under Section 11-25 of the Connecticut General Statutes.

Return to:
Otis Library
Attention: Executive Director
261 Main Street
Norwich, CT 06360