

**HIGHLAND PARK PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION**

Highland Park Public Library and the Library Board of Trustees recognize and respect the right of our users to question decisions about selection of materials, exhibitions, displays, programs, and services. The Library Director will review this Request for Reconsideration and inform you of the decision reached in writing. Although we will accept anonymous submissions, the Library will not provide a direct response to such requests. Identified resources will remain in the library throughout the reconsideration process.

If the decision reached is unsatisfactory, you may request placement of your concern on the agenda of the next regular meeting of the Highland Park Public Library Board of Trustees, which will then determine whether the response to the request for reconsideration conforms with stated policies. The Board of Trustees will make the final decision whether to uphold or override the decision of the Library Director.

A copy of this request may be emailed to director@hplnj.org or mailed to:

**Highland Park Public Library
31 North Fifth Avenue
Highland Park, NJ 08904**

Date _____

First & Last Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

Name of Organization _____

1. Resource on which you are commenting:

Book (including e-book) Movie Magazine Audio Recording
 Digital Resource Newspaper Exhibit/Display Program Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. If applicable, which review sources have you examined related to this resource?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

7. What action are you requesting the library consider? (i.e. Remove the material from the library? Move the material to another area? etc.)

8. Have you read the library's relevant policy? _____

Thank you