

**MANITOWOC PUBLIC LIBRARY**  
**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Patron Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title of material: \_\_\_\_\_

Author of material: \_\_\_\_\_

Did you read/view/listen to the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_

What do you find objectionable about this material (please be specific)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like the library to do with this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

While the Library's process for reconsidering challenged materials is detailed on the library's website under policies and procedures, the following is a summary of the process:

1. The complainant completes this form, receipt of which is acknowledged by library management, with a copy of the Challenged Materials Policy.
2. Professional staff review the challenged material and recommend one of several actions to the Library Director: to retain the challenged material in the collection; to retain the challenged material but to move it to another location in the collection; to withdraw the challenged material. The Director then makes a final determination regarding the material and notifies the complainant. This step may take six to eight weeks.
3. If the complainant is not satisfied with the decision of the Director, he or she may direct his or her concerns to the Board of Trustees as detailed in the policy. The Board of Trustees will then consider the matter.

Manitowoc Public Library, 707 Quay Street, Manitowoc, WI 54220 920-686-3000

[www.manitowoclibrary.org](http://www.manitowoclibrary.org)