

## Attachment A

### Request for Reconsideration of Library Material

All fields below are required and must be completed.

Date of Submission: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Card Holder Name: First \_\_\_\_\_ Last \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

City \_\_\_\_\_ LA Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ LA Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ \*E-mail address: \_\_\_\_\_

Complainant Represents:  Self  
 Organization or Group (Identify) \_\_\_\_\_  
 School (Identify) \_\_\_\_\_

How would you prefer to correspond in reference to this request for reconsideration of library material?

Email  Mail (indicate which address) \_\_\_\_\_

Is this complaint related to LA R.S. 25:225 (Access of Materials to Minors)?  Yes  No

1. Type of resource on which you are commenting:

Book  Audiobook  Video  
 Magazine  Newspaper  Electronic Resource  
 Other: \_\_\_\_\_

2. Title of Work: \_\_\_\_\_

Author/Producer of Work: \_\_\_\_\_

3. At which library location or in which electronic resource did you encounter this material?

4. What brought this item to your attention?

5. Did you review/read the entire item? If not, what sections did you review/read?

6. What course of action do you recommend in regard to this material?

7. Please state your reasons for making this recommendation. To what in the item do you object? Please be specific: cite pages, scenes, or sections. Consider commenting on the resource as a whole, as well as being specific on the matters which concern you.

8. In its place what materials would you recommend on this topic?

**NOTE: This statement will be referred for review. You will be advised in writing of the decision after review. Thank you for your concern and input. Information submitted to a public body, such as this form, may be subject to public records requests pursuant to the provisions of the Louisiana Public Records Law, La. R.S. 44:1, et seq.**