



MERCERSBURG ACADEMY

Mercersburg Academy has delegated the responsibility for selection and evaluation of library resources to the school library professional staff, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please email the completed form to the Director of Library Services, Alexandra Patterson: pattersona@mercersburg.edu.

Complete the form below in its entirety. Forms that are incomplete will not be processed.

Date: _____

Your Name: _____

Your affiliation with Mercersburg Academy (check all that apply):

____ Current Student ____ Parent of Current Student ____ Alumni

____ Current Faculty Member ____ Current Staff Member

Address: _____

City: _____

State/Zip: _____

Phone: _____ Email: _____

Resource on which you are commenting (all information must be provided):

____ Book (e-book) ____ Movie ____ Magazine ____ Database ____ Audio Recording

____ Digital Resource ____ App ____ Newspaper ____ Game ____ Streaming Media

____ Other (Explain: _____)

____ Textbook **If you have selected "textbook" please skip to the bottom of this form and read the procedures for requesting a consideration of a textbook. Please note that these procedures are different from library reconsideration procedures because the Mercersburg Academy Library is not responsible for materials used in the academic curriculum.*



MERCERSBURG ACADEMY

Title: _____

Author/Producer: _____

What brought this resource to your attention? _____

Have you examined the entire resource? If not, what sections did you review? If you did not review the entire resource, please provide specific page numbers from print resources, time stamps from films or audiobooks, or screenshots of digital resources detailing the sections you reviewed. You may send additional attachments with your email.

Explain your concerns or objections to the materials. Please be specific and cite pages and passages from print resources; cite scenes with time stamps from films and games; cite URLs with specific passages from online resources.



MERCERSBURG ACADEMY

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

What action are you requesting the committee consider?

Before submitting your form, please review the following information outlining the library's reconsideration policy.

**Principles guiding reconsideration of library materials
(adapted from ALA Toolkit, January 2021):**

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context. We encourage those who wish to challenge material to look at the resource in its entirety.



MERCERSBURG ACADEMY

- Questioned items will remain in circulation during the reconsideration process.
- The reconsideration process should be completed in its entirety and not subverted or ended prematurely.

Reconsideration policy:

- To challenge the inclusion of any material (book, ebook, database resource, DVD, or other material held by the library), a person must submit a completed challenge form. Challenges from current students, alumni, parents of current students, and others in the Mercersburg Academy community will be considered.
- Once a reconsideration form is completed, it can be submitted to the Director of Library Services. The Director will convene a committee of faculty and administrators to evaluate the form and the material in question. The material will remain in circulation until the challenge process is completed.

***Textbook Reconsideration Procedures: Textbooks used in the academic curriculum are not evaluated by library staff. If you wish to ask that a textbook be reconsidered, please contact Jennifer Smith, Dean of Academics.**