



**Pasadena Unified School District  
Library Materials Selection Procedures**

**Exhibit 1312.2 - E(2)**

**Request for Reconsideration of Library Material Form (Level 1: Initial Request)**

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource. The school board of Pasadena Unified School District 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 return the completed form to the coordinator of library media resources (or principal). This form must be completed in its entirety for each title that you would like to be reconsidered.

Pasadena Unified School District

351 S. Hudson Ave.

Pasadena, CA 91109

Date \_\_\_\_\_

Name \_\_\_\_\_

Address (PO Box/business address not accepted) \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization

\_\_\_\_\_

How are you affiliated with PUSD? \_\_\_\_\_

**Complaints Concerning  
Instructional Materials**

**Exhibit [2] 1312.2**

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Database  Audio Recording  Digital  
Resource  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. Is the resource part of the curriculum, library collection, or other?

\_\_\_\_\_

2. At which PUSD school are you questioning the use of this resource?

\_\_\_\_\_

3. How have you confirmed the availability of this resource at this PUSD school?

\_\_\_\_\_

4. What brought this resource to your attention?

\_\_\_\_\_

5. Have you read, viewed, or listened to the entire resource? If not, what sections did you review?

\_\_\_\_\_

6. What concerns you about the resource?

\_\_\_\_\_

7. What resource(s) have you found that provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

8. What action are you requesting the committee to consider?

\_\_\_\_\_

**Complaints Concerning  
Instructional Materials**

**Exhibit [2] 1312.2**

**Request for Reconsideration of Library Material Form (Level 2: Appeal)**

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource. The school board of Pasadena Unified School District 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 next step if a complainant has additional evidence to contest the decision of the School-Level Reconsideration Committee. If you wish to move forward with appealing the initial decision, please return the completed form to the PUSD Curriculum & Instruction Department. This form must be completed in its entirety for each title that you would like to be considered for appeal.

Pasadena Unified School District

351 S. Hudson Ave.

Pasadena, CA 91109

Date \_\_\_\_\_

Name \_\_\_\_\_

Address (PO Box/business address not accepted) \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization

\_\_\_\_\_

How are you affiliated with PUSD? \_\_\_\_\_

1. Resource on which you are commenting:

**Complaints Concerning  
Instructional Materials**

**Exhibit [2] 1312.2**

Book (e-book)  Movie  Magazine  Database  Audio Recording  Digital  
Resource  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. Is the resource part of the curriculum, library collection, or other?

\_\_\_\_\_

2. At which PUSD school are you questioning the use of this resource?

\_\_\_\_\_

3. How have you confirmed the availability of this resource at this PUSD school?

\_\_\_\_\_

4. What brought this resource to your attention?

\_\_\_\_\_

5. Have you read, viewed, or listened to the entire resource? If not, what sections did you review?

\_\_\_\_\_

6. What concerns you about the resource?

\_\_\_\_\_

7. What resource(s) have you found that provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

8. What action are you requesting the committee to consider?

\_\_\_\_\_

**Complaints Concerning  
Instructional Materials**

**Exhibit [2] 1312.2**

**Adopted:** 10/24/2024

**Revised:**