

AN INFORMAL REQUEST FOR RECONSIDERATION MUST BE COMPLETED BEFORE A FORMAL REQUEST FOR RECONSIDERATION MAY BE SUBMITTED.

**Elementary Informal Request Form.
Secondary Informal Request Form.**

Formal Request for Reconsideration of Specific Library Collection Material

The St. Anthony-New Brighton school board adopted Policy 606.5 (Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for Formal Reconsideration of specific library collection material.

A St. Anthony-New Brighton school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. A separate request form must be completed per individual book title. An individual may request one challenge at a time to allow for the review committee to complete the process. The requestor must read the entire library material before submitting this form.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which Formal Reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

Director of Effective Instruction
3303 33rd Ave NE
St. Anthony MN 55418

_____ **Date**

_____ **Name of Requestor**

_____ **Address**

_____ **Phone Email**

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have regarding this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

After you have examined the entire Library Material please identify the concerning sections.

Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5

Please set forth the resolution that you seek.

An acknowledgement of receipt of the request to review will be provided to the complainant within two days. Due to the complexity of the text/material a reasonable time frame will be used to review the material and provided to the complainant.