## Appendix A: Request for Reconsideration of Library Resources

The American School Foundation of Monterrey has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist, 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 school or library resources, please return the completed form to the library office.

Name	Date
Address	
City	State
Postal Code	Phone
Do you represent self?	Organization?
1. Resource on which you are commenting:	
Book Textbook	Video Display Magazine
Library Program (please specify)	
Electronic information/network (please specify)	
Other (please specify)	
Title	
Author/Producer	

2. What brought this resource to your attention?

3. Have you read the entire book / examined the entire resource?

## Appendix A: Request for Reconsideration of Library Resources, p.2

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resources you suggest that would provide additional information and/or other viewpoints on this topic?

## The Reconsideration Committee will:

- Bear in mind the principles of the freedom to learn and to read and base their decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
- Study thoroughly all materials referred to in the Request for Reconsideration and read available reviews. The general acceptance of the materials should be based on the library selection policy and further checked by consulting standard evaluation aids and other schools' holdings when feasible and practical.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

A report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of the discussion of the questioned material.