

PROCEDURE FOR DEALING WITH REQUESTS FOR
RECONSIDERATION OF LEARNING RESOURCES MATERIALS

- I. The College official or library staff member receiving the complaint shall refer the complainant to the Director of Learning Resources.
- II. The Director of Learning Resources will meet with and ask the complainant to complete a "Request for Reconsideration of Learning Resources Materials" form. The Director of Learning Resources will contact the complainant with a response via a certified letter within ten (10) business days. The complainant will also be notified via the certified letter that he/she can appeal the decision to the Vice President of Student and Information Services within five (5) working days upon receipt of said letter.
- III. If the complainant decides to appeal the decision, an ad hoc committee will be appointed by the Vice President of Student and Information Services to review the request for reconsideration of LRC materials. The committee will be composed of the Chair of the LR Committee, the Academic Dean for the subject area appropriate to the material under reconsideration and three other professional staff. The committee will send a recommendation to the Vice President of Student and Information Services after deliberating about the material under reconsideration.
- IV. The Vice President of Student and Information Services will render a final and binding decision regarding the complaint in writing to all parties involved within five (5) working days of the receipt of the ad hoc committee's recommendation.

REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES MATERIALS

DATE: _____

TITLE: _____

BOOK: _____ PERIODICAL: _____ AUDIOVISUAL: _____

AUTHOR OR PRODUCER: _____

PUBLISHER: _____

COPYRIGHT DATE: _____

REQUEST MADE BY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

ARE YOU REPRESENTING:

YOURSELF: _____

AN ORGANIZATION OR GROUP (NAME): _____

1. What do you object to in this material? (Be specific and cite page numbers or frames and the objectionable passage or portion of narration or visual, if media.)

2. Why do you object to this part(s)?

3. In what context were you exposed to this material? (e.g. in class, just browsing, recommended reading)

4. Did you read/view/listen to this entire work?

5. What might be the result of reading/viewing/listening to this entire work?

6. What do you believe is the theme of this material?

7. What reviews have you read concerning this work? (Please cite the source(s) of the review(s).)

8. What material on the same subject would you recommend in place of this work? (Please give author or producer, title, publisher, copyright date.)

SIGNATURE: _____