

[DISTRICT LETTERHEAD]

**LIBRARY AND RESOURCE CENTER MATERIALS
COMMENT/COMPLAINT FORM**

Please return this completed form to your building administrator.

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

1. Resource on which you are commenting:

- | | |
|-----------------|----------------------------------|
| _____ Book | _____ Audiovisual Resource |
| _____ Magazine | _____ Content of Library Program |
| _____ Newspaper | _____ Other |

Title: _____

Author/Producer: _____

2. What brought this title to your attention? _____

3. Please comment on the resource as a whole as well as being specific on those matters that concern you. (Use other side if needed.) _____

Optional:

4. What resource(s) do you suggest to provide additional information on the topic?

5. Additional Comments:

Recommendation by School Media Advisory Committee

NAME OF TEXT _____

EDITION _____

AUTHOR(S) _____

PUBLISHER _____

SCHOOLS _____

In review of the complaint filed on: _____ by _____
(date) (name of person)

The committee by a vote of _____ to _____ recommends:

A. retaining the material for use in its present location

B. retaining the material for use on reserved or restricted status

C. retaining the material under the following conditions:

D. withdrawing the material from use

Rationale for recommendation: _____

Additional comments: _____

COMMITTEE SIGNATURES

DATE _____



Policy History:
Adopted on: 11/13/2023