



## Request for Reconsideration of Library Materials

The Board of Trustees recognizes the right of individuals and customers to question materials in the Library collection. Any individual or customer may question the appropriateness of a particular item in the collection.

The process of reconsideration requires an individual or customer to submit a completed "Request for Reconsideration of Library Materials" form. The completed form must be given to the Branch Manager and/or the Director. The Director, the Branch Manager, and other staff as designated by the Director will review the Request and determine the appropriate response. If the individual or customer is not satisfied with the Director's response, the complainant may request to be placed on the agenda of the Board's next regular meeting to express his/her position.

### Your Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you submitting this Request on behalf of:

Yourself  Other (specify) \_\_\_\_\_

Do you have a Darlington County Library System card?  Yes  No

Item Title

Item Author/Artist/Producer

Item Format

Print (Book, Magazine, Newspaper)

Audio (CD, Audiobook)

Video (DVD)

Digital

In what Library location did you find the item?

Darlington

Lamar

Social Media

Hartsville

Society Hill

Website

To what in the work do you object? (Be specific. Please cite pages)

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What do you believe is the theme, intent, or purpose of the work?

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Did you read, view, or listen to the entire work?  Yes  No

Have you read, viewed, or heard any reviews of the work?  Yes  No

What do you believe will be the effect on an individual who reads, views, or listens to this work? (Be specific)

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For what age group would you recommend this work?

None  6-12 year olds  Adult

0-5 year olds  13-17 year olds

What would you like the Library to do with this work?

Remove it from the collection  Move it to the Adult section

Other (Be Specific) \_\_\_\_\_

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Can you recommend another work or works that will convey the same perspective, information, or understanding on the subject?

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Additional comments?

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Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE

Submit your Request for Reconsideration by mail to:  
Director  
Darlington County Library System  
204 North Main Street  
Darlington, SC 29532

This form may be submitted by e-mail at [jimmie.epling@darlington-lib.org](mailto:jimmie.epling@darlington-lib.org)

This form is also available online at <https://darlingtonsrtp.aidaform.com/dcls-reconsideration-form>.

The Director reviews all completed Request for Reconsideration of Library Materials forms submitted. After reviewing your Request, the Director will contact you about your Request.

You may contact the Director at any time about the status of your Request.