



Evaluation of Appeal

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources.

This form is for evaluation of a written appeal of a completed Request for Reconsideration decision by the Library Director, for use by Library Board members in evaluating that appeal.

Date of receipt of appeal letter by Library Board President: _____

The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material.

60 days from receipt: _____

Appeal Letter and challenge form & Director's written decision letter shall be attached to this form.

Title of challenged material: _____

Author/Producer/Presenter: _____

Have you read, viewed, or heard the entire work in its entirety? ____ Yes ____ No

For each question below, please assess if this material contains content as defined in Appendix B of Policy #3010:

____ Yes ____ No: it contains a "Sexually explicit performance" meaning a motion picture, video game, exhibition, show, representation, or other presentation that, in whole or in part, **depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse on page(s)** _____

____ Yes ____ No: it contains "Sexually explicit verbal material" meaning a book, pamphlet, magazine, printed matter reproduced in any manner, or sound recording that contains an **explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse on page(s)**

____ Yes ____ No: it contains "Sexually explicit visual material" meaning **a picture, photograph, drawing, sculpture, motion picture film, video game, or similar visual representation that depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse, on page(s)** _____

____ Yes ____ No: this material contains graphic violence
on page(s) _____

___ Yes ___ No This material violates Cromaine Library Policy 3010, Materials Selection and Reader Guidance? Please explain.

Trustee Printed Name: _____

Trustee Signature: _____

Process: When an appeal comes before the board to review, all Trustees shall first review the Request for Reconsideration and the Library Director's response, and the board will:

- A. Vote to uphold the Director's decision in the matter.
- B. Vote to consider the appeal.

Procedure for considering an individual appeal:

Each Trustee shall:

1. Review the Request for Reconsideration form and the Director's decision.
2. Have access to and completely read or review the challenged material.
3. Complete an Evaluation of Appeal form for the specific appealed material and provide the Board President and Director with a copy of their completed form by an agreed upon date.
4. The board will discuss the appeal and evaluation and vote on how to proceed with the challenged material. Per policy #3010, the board has the authority to retain, relocate, or label materials.
5. The decision on reconsideration of a specific title will remain in effect for 24 months from the date of the decision letter or appeal decision.

As outlined in the Library's Materials Selection and Reader Guidance Policy #3010: "A written appeal of the Library Director's decision may be submitted by the Requester to the President of the Library Board within (10) business days of the written decision. The appeal must specify the library material being appealed and the reasons for requesting the reversal. The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material. "

The Library Board is the final authority on decisions involving retention, relocating and labeling of materials.