

The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, these comments should be directed to the principal, director or governing body.

The committee's recommendation is to be an objective evaluation of the material within the scope of a library's selection policy.

The committee's report, presenting both majority and minority opinions, should be presented to the governing body or administrator, as directed in the reconsideration process, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged, such as library material, display, curriculum, reading list etc.

Establish a procedure for communicating the committee's recommendation to the governing body or administrator and to the person who made the formal reconsideration request. The committee communicates its decision to the director, who then communicates the decision to the person who make the challenge as well as to the institution's governing board.

Reconsideration Committee Report

Title _____

Author/Producer _____

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews etc.)

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)