



St. Luke's Episcopal School

Reconsideration of Library Materials Policy

If a parent, teacher or other member of the St. Luke's Episcopal School community believes the content of any library materials to be questionable, they are asked to complete the *Materials for Reconsideration Form* which is available on the school's website. Upon completing the form, the Librarian will review both the form and the material in their entirety. The Headmaster and the appropriate Division Director will be made aware of the situation and will be provided a copy of the submitted Materials for Reconsideration Form. However, it is the ultimate responsibility and decision of the Librarian in the particular division of the school to which the material relates to deem whether the material in question should stay or be removed from the library shelf.



St. Luke's Episcopal School

Request for Reconsideration of Library Materials

Request Initiated By:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail : _____

Material of Concern:

Title: _____

Format: Book Video DVD Computer Application Other: _____

Please answer the following questions.

1. Have you read, viewed or listened to the material in its entirety? _____

2. Please cite the specific pages to which you object. _____

3. Please explain your objections. _____

4. What action would you like to see take place regarding this material? For example: book should be moved to a different section of the Library (such as from Junior Fiction to Fiction). _____

5. Is there a grade level or age group for which you believe this material would be appropriate? _____
