

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**INSTRUCTION**

**INSTRUCTIONAL RESOURCES AND SERVICES  
INSTRUCTIONAL MATERIALS**

**REQUEST FOR RECONSIDERATION OF LIBRARY MEDIA MATERIALS**

**361.2-EXHIBIT**

To prevent misunderstanding of your complaint, please fill in the following information.

**Request initiated by:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**Representing:**

STUDENT \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

OTHER \_\_\_\_\_

**Type of Library Media Material:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Author/Publisher/Producer:** \_\_\_\_\_

**Library Media Center:** \_\_\_\_\_ **Class Name:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**What action would you like to see taken:**

- ☐ Send back to originating department/school for re-evaluation
- ☐ Substitute alternate material or media
- ☐ Deny the use of the material or media by my child
- ☐ Deny the use of the material or media by all students
- ☐ Other: \_\_\_\_\_

**1. Have you either read, heard, or seen the material or media in its entirety? If not, what part did you see, read, or hear?**

\_\_\_\_\_  
\_\_\_\_\_

**2. To what in the material or media do you object? (Please be specific. For example, cite page or section.)**

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel may result from the use of this material or media?

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4. What do you believe is the theme of this material or media?

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5. For what age group would you recommend this material or media?

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6. What do you find good about this material or media?

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7. Are you aware of the judgments of this work by literary or other critics?

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8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?

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*Please feel free to extend comments on the reverse side of this form.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your time and concern. Please return this completed form to the building principal, who will review its contents and will notify you of the next step in the complaint process.

**Administrative Use:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

First Reading: December 9, 2024  
Second Reading/Approval: January 13, 2025