

Personal Information	
Name	
Address	
Phone	
Email	
Library Card #	
Organization you represent	
Item Information	
Format (Book, DVD, CD, object, information, etc.)	
Title or Description of Item	
Author (if applicable)	
Request Information	
What brought this title or item to your attention?	
Did you read, view, or listen to the entire work? If not, which sections did you review?	
Please describe your concerns regarding this material.	
What specific pages/sections/items illustrate your concerns?	
Do you find anything of value or useful about this material or information?	
What would you recommend instead of this display or item?	
What action would you like the library to take with this display or item?	

Signature _____

Date _____

Schertz Public Library
Request to Re-Evaluate Library Displays or Display Materials

If you have an opinion or concern about a display or inclusion of a specific item in a display, the Library will re-evaluate the display, specific item or placement of the display upon submission of this completed *Request for Re-Evaluation of Library Display Materials* form. Forms will be accepted from adult cardholders who are residents of the Library's legal service area and who have viewed first-hand the display its entirety. You can return the form to the Library through mail, email, fax, or at one of the point-of-service desks.

The completed form, including rationale for re-evaluation and requested action, will be forwarded to the librarian responsible for collection development in the area in which the display is housed. The librarian will consider the request in a timely fashion, reviewing the questioned display or material in its entirety and conducting the necessary research in order to re-evaluate the display's appropriateness for inclusion in the Library. The librarian will consult with the library director and a decision will be made regarding the retention or placement of the entire display or items included in the display. Once a decision has been made regarding the retention or placement of the display, you will be notified of the decision and the reasons for it.

If you are dissatisfied with the resolution, you may appeal to the Library Advisory Board. A review committee will be called from members of the Library Advisory Board, and they will reconsider the decision based on whether or not the particular display or display item conforms to the Library's Display Policy and/or Collection Development policy. The Library Advisory Board's decision is final.

The display will remain in place during this procedure.

Contact Information

Schertz Public Library
798 Schertz Pkwy
Schertz, TX 78154
librarian@schertz.com
210-619-1700
210-619-1711 (FAX)