



## Appendix G

### **Request for Re-Evaluation of Library Resource Notice of Board Determination of Appeal of Decision made on DATE Regarding TITLE/Author, Catalog Number**

**RE:** Notice of Library Board of Trustees' Determination upon Appeal

Dear NAME:

The Board of Trustees of Cornwall Public Library received your above-referenced appeal on DATE. On DATE, the Board met to consider your appeal.

In evaluating your request, the Board applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, the Board has determined that [the Library Resource was properly included in the Library's Collection] *OR* [the Library resource was not properly included in the Library's collection, and will be removed/re-cataloged].

Thank you for entrusting the Board of Trustees with your concerns. The Cornwall Public Library strives to meet the needs of everyone in the community, and this requires careful attention to the needs of all, and many of the factors governing selection of library materials.

Your understanding of, and input into, that process is appreciated.

Sincerely,

NAME

President,

Cornwall Public Library Board of Trustees