

NOTICE OF REVIEW COMMITTEE MEETING

Date: _____

Memorandum to: _____

SUBJECT: Reconsideration of Library Media Materials

Your request for reconsideration of _____ in the library media center has been received in my office and is now under review. The Review Committee will meet on _____ to consider your request. You will be notified after the meeting regarding the Review Committee's decision.

Thank you for taking an interest in our library media center and its program.

Administrator

Librarian