

**Directions for completing and submitting this REQUEST.**

1. Save this form to your desktop or chosen drive.
2. Complete all of the information. Save.
3. Attach your completed Request to an email to [diane.conley@polk-fl.net](mailto:diane.conley@polk-fl.net).
4. Expect a confirmation of receipt within 2-3 days. If you receive no confirmation, email to determine the status of your submission.

**Request for Changes  
to the  
Approved Instructional Reading Lists**

Title requested

Author

Change requested by (Full Name)

Your position

Change requested    add to    remove from    MS    HS    AP

*Based on Checklist for Library Media Committee's Evaluation of School Media*

**Date Submitted:**

1. What is this work's overall purpose?
2. Is this purpose accomplished?    Yes    No
3. What is/are this work's primary theme(s)?
4. What is this work's primary message?
5. This work is most suitable for  
*Check all that apply*  
 6-8 Regular LA    6-8 Intensive Reading    6-8 Advanced LA  
 9-10 Regular    11-12 Regular    HS Advanced  
 Intensive Reading    AP
6. Will reading or listening to this work result in more compassionate understanding of human beings?  
 Yes    No  
If yes, explain how.
7. Does this work offer an opportunity to understand and appreciate better the aspirations, achievements, and problems of difficult cultures and/or minority groups without stressing differences of class, race, color, sex, educations, religion, or philosophy in any adverse way?  
 Yes    No  
Explain your answer to #7 in a few sentences.
8. Are questionable elements of this work an integral part of a worthwhile theme, message, or attempt to develop a character?  
 Yes    No  
Explain your answer to #8 in a few sentences
9. In what way(s) does this work support and promote the educational goals and objectives of the Polk County Public Schools?
10. In what way(s) are concepts presented a manner appropriate to the ability and maturity of your suggested audience (#5)?
11. How does the material make a significant contribution to the history of ideas?  
Be clear, for all work on the approval lists should meet the criteria for "classics"
12. Is the factual information in this book  current    accurate in as far as you are aware?
13. Are all illustrations  appropriate    in good taste    appropriate to students' developmental age?    N/A
14. Could this work be considered offensive in any way because of:  
 profanity    brutality    religion or portrayal of religious practices/ideologies  
 language    sexual behavior    manner characters are presented  
 violence    prurient behavior    portrayal of any societal groups  
 cruelty    aberrant behavior    political positions

Explain in a few sentences. Write as much as you feel appropriate to explain.

15. What is this work's literary merit?
16. What would you say further about why this work should become part of the Instructional Reading Lists?
17. Include at least **2 reputable website sources** of critical reviews or citations that could benefit the committee considering your recommendation for this work. Copy & paste to create links if possible.