



## **Request to Reconsider Digital Access to Special Collections Materials Form**

Anyone concerned that material in the Library's digital special collections violates their rights under copyright law is encouraged to complete this form.

Anyone with concerns regarding sensitive information (e.g., Social Security numbers, personal health information, FERPA protected educational records, etc.) or culturally sensitive materials (e.g., information protected by Native American communities) represented in the Library's digital special collections is encouraged to complete this form.

This form must be completed in full for each digital special collections item. Receipt of a completed form facilitates an in-depth review of the material by library staff. A written response will be provided within 30 days and will include an option for an administrative appeal to the Library Director, and thereafter, to the Library Commission. Until a determination is made, the item will remain in the Library's digital special collections.

### **1. Contact Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

If you represent a rights holder or an organization, please provide name:

\_\_\_\_\_

### **2. Information Regarding the Digital Special Collections Item**

Item URL: \_\_\_\_\_

Item Title/Creator: \_\_\_\_\_

Digital Collections Identifier: \_\_\_\_\_

Other pertinent details: \_\_\_\_\_

**3. Explanation**

- a. If you are a rights holder, provide an explanation, including any pertinent documentation, why you believe your copyrights have been violated.
- b. If you have concerns regarding sensitive information, culturally sensitive materials, or any other concern, please provide an explanation, including any pertinent details or documentation.

Submit signed and completed form to any library location or to [digital@sonomalibrary.org](mailto:digital@sonomalibrary.org)

**Signature** \_\_\_\_\_

|                    |             |
|--------------------|-------------|
| Received by: _____ |             |
| Branch: _____      | Date: _____ |