

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Patron Name _____

Patron Address _____

Patron Phone _____ Patron Email _____

Title of item in question _____

Author _____ Format _____

Please answer the following questions as thoroughly as possible. Your responses will help guide the review of your request.

1. What circumstances brought this item to your attention?

2. Have you read, heard, or viewed in its entirety the item in question?

3. What action would you recommend the Library take in regards to this item?
 - Reclassify it to another section of the Library
 - Remove it from the Library's collection
 - Other

4. What concerns you about this item? (Use other side or additional pages if necessary.)

5. Please check which steps have been taken so far:
 - I spoke with a staff member about my concerns regarding this item.
 - I was offered a copy of the Library's Collection Development Policy.
 - The process for filing this form and for reviewing my request was explained to me by a staff member.

Patron Signature _____ Date _____