Sample Academic Library Request for Reconsideration of Material Form

The faculty at Mainstream Academic Library, U.S.A., have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the dean of libraries.

Mainstream Academic Library. 1 Mainstream Plaza. Anytown, State Zip

Date

Name

Address

City

State/Zip

Phone

Email

Do you represent self? ____ Or an organization? ____ Name of Organization ___________________________

1. Resource on which you are commenting:

   ___ Book (e-book)   ___ Magazine   ___ Digital Resource   ___ Newspaper
   ___ Movie   ___ Audio Recording  ___ Textbook   ___ Other

   Title ____________________________________________________________

   Author/Producer ________________________________________________

2. What brought this resource to your attention?

   ________________________________________________________________

3. Have you examined the entire resource? If not, what sections did you review?

   ________________________________________________________________

4. What concerns you about the resource?

   ________________________________________________________________

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

   ________________________________________________________________

6. What action are you requesting the committee consider?

   ________________________________________________________________