Sample Public Library Request for Reconsideration of Material Form

The trustees of Mainstream Public Library 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 library director.

Mainstream 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  ___ Game  ___ 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?

______________________________________________________________