

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?

