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.

Scappoose Public Library  52469 SE Second Street  Scappoose, Oregon 97056

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?

   _________________________________________________________________