

Academic Library Reconsideration of Material Form

Library Information:

The faculty at this academic 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 a reconsideration of a resource, please return the completed form to the Dean of Libraries or the Library Director.

Today's Date: _____

Your Name: _____

Address: _____

Phone Number: _____

Email Address: _____

1. Do you represent yourself or an organization?

• Name of organization: _____

2. Did you receive a copy of the library's mission statement, collection policy, and the Library Bill of Rights? YES NO

3. Resource on which you are commenting?

Book / eBook Movie Magazine Audio Recording Digital Resource
Game Newspaper Other: _____

4. Title: _____

Author / Producer: _____

5. What brought this resource to your attention? _____

6. Have you examined the entire resource? If not, which sections did you review? _____

7. What concerns you about the resource? _____

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

9. What action(s) are you requesting the committee consider? _____

What Will Happen Next?

- A. The appropriate professional staff will review this form and the material in question to consider whether its selection follows the criteria stated in the collection policy.
- B. Within 15 business days, the Director and/or Board of Trustees/Directors will make a decision. You will receive a letter which will contain the final decision and supporting reasons.
- C. If you are not satisfied with the decision, you may write and submit a written appeal within 10 business days to the library's Board of Trustees/Directors.
- D. If the Board plans to address the appeal at a Board meeting, you will be notified when and where the meeting will be held.
- E. The Board of Trustees/Directors reserves the right to limit the length of public comments.
- F. The decision of the board is final.