Citizen’s Request for Reconsideration of Library Materials
(This form must be fully completed and returned to the director for the item to be reconsidered.)

Requested by: __________________________ Date: ____________
Address: ________________________________ Zip: ________________
Telephone: ____________________________ Library Card #: ____________________
Representing: Self____ or Organization____ Name of organization: _______________________

Have you read the library’s Collection Development policy? Yes____ No____

Item to be reconsidered:

Author: ____________________________________________
Title: ________________________________________________

How was the item brought to your attention? ___________________________________________

Do you know what the literary critics & reviewers think of this item? Yes___ No ___
Have you read/viewed/listened to the entire item? Yes___ No ___

What, in your opinion, is the theme of the item? _______________________________________

What is your objection to the item? (Please cite pages) _____________________________________

In what section is the item housed? Adult____ Teen____ Juvenile ____
What do you feel might be the result of reading/viewing/listening to the item? _______________

What are your recommendations for the item? ___________________________________________

Signature of requestor _______________________________________________________________

Name of staff member receiving completed form: ______________________ Date _____________

Thank you for your interest in the library’s collection. Although careful consideration is given all
materials before purchase, we are always willing to re-evaluate them. You will be notified of the
outcome of this reconsideration.

Collection Development