

Appendix C
Milton Public Library

Request for Reconsideration of Library Materials

Please complete this form in full and return it to the Customer Service Desk

This form will be forwarded to the appropriate staff who will review the material in question and who will then submit a report to the Chief Librarian or designate. A response will be sent to you within 30 days if requested.

If you find the resolution unsatisfactory, you may ask the Chief Librarian to bring the decision to the next Board meeting for discussion. You will then be informed of the Library Board's decision.

Date of Request: _____

Requested By: Name: _____

Address _____

Phone Number: _____

Library Card: _____

Do You Represent : ☐ Yourself ☐ Group/organization

Name of Group (if applicable) _____

Material Being Questioned:

☐ Book / ☐ Audio-visual Material I / ☐ Digital Resource / ☐ Other (Please Specify)

Author: _____ Title: _____

Publisher: _____ Publication Date: _____

Request for Reconsideration of Library Materials

Please answer the following questions. If you require more room, please use the reverse side of this sheet.

1. What brought this title to your attention?
2. Did you read, hear or see this material in its entirety? If not, what parts did you read/see/hear?
3. What is your objection to this material? Please be specific; cite pages. If additional space is required, use back or attach page.
4. Library staff uses specified criteria when evaluating a request for reconsideration of material. Access to the relevant policies are available on the library's website. Have you had an opportunity to review the Collection Development Policy?
☐ Yes ☐ No
5. How does the item in question fail to comply with the library's Collection Development Policy?
6. Are you aware of any published reviews of this material? If yes, please list them.
7. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of or perspective on the subject?
8. What would you like the library to do about this material?
9. Do you wish a follow up? ☐ Yes ☐ No

Signature: _____

Received by: _____

Date: _____