

# Request for Reconsideration of Library Materials

Monroe County Public Library \* 303 E. Kirkwood \* Bloomington, IN 47408 \* 812-349-3050

*Please print except for signature. Attach additional pages as necessary.*

**Patron Name** (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Do you represent an organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what organization? \_\_\_\_\_

Media Type (please circle one):

\_\_\_ Audiobook \_\_\_ Book \_\_\_ DVD \_\_\_ Magazine \_\_\_ Audio CD \_\_\_ Other \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Call Number: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

1. How did this material come to your attention?

2. Did you read/listen/view this material completely? \_\_\_ Yes \_\_\_ No

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Be as specific as you can; list page numbers as appropriate.

5. Did you find something good or worthwhile about this material? \_\_\_ Yes \_\_\_ No

**If yes, what?**

6. What age group do you think the material is appropriate for?

7. What action would you like taken regarding this material?

8. Are there other materials you recommend to provide additional information or points of view on this topic? (Attach another page as needed.)

Thank you. Your request will be reviewed by the Library Director for action.

### FOR STAFF USE ONLY

#### Status Report on Patron Request for Reconsideration of Library Material

Date	Action
	Name of staff member initially contacted by patron: _____
	Reconsideration form returned to library and copy sent to appropriate department manager
	Library patron contacted by Library Director and informed of reconsideration process.
	Chair of Collection Development Committee forms Reconsideration Committee in consultation with Library Director.
	Reconsideration Committee meets, researches the material, and discusses request.
	Decision of Reconsideration Committee sent to Library Director.
	Library Director informs patron by letter of the library's decision.
	Copies of Director's letter are sent to members of the Reconsideration Committee and to the patron.
Signature of Library Director: _____ Date: _____	

Updated September 16, 2015

