

RECONSIDERATION OF LIBRARY MATERIALS REQUEST FORM

Request initiated by (Name): _____

Address: _____

Cell Phone: _____ Library Card Number: _____

Material in question (book, movie, etc.): _____

Title: _____

Author: _____

Publisher or Producer: _____

Date of Publication or Production: _____

Person making the request represents (circle one): herself/himself group/organization

If applicable, Name of group: _____

Contact info for group: _____

1. Did you review the entire item? If not, what sections did you review?

2. What do you believe is the theme or purpose of this material?

3. To what in the item do you object? (Be specific—cite page numbers and passages/frames/sections)

4. Explain how this material fails to meet the standard of the Hennessey Library Selection Criteria:

5. What value, if any, do you see in this item? (Instructional, literary, self-improvement, information on controversial issue)

6. Please share review(s) of this material by educational or literary critics that you've read. (Cite below and then attach copies)

7. Should the opinion of any additional experts be considered? If yes, please list suggestions:

8. Please recommend other material(s) in place of this item which you consider to be of equal or superior quality for the purpose intended:

9. What action would you like to see the library take with this material?

- Replace the material with one of more suitable quality
- Relocate the material to a more appropriate area
- Reclassify the age-level
- Remove the material entirely

Signature _____ Date _____

LIBRARY STAFF USE:

Date request given to Library _____ Receiving staff initials _____

3 Library Board members to review material in question and request form:

1. _____
2. _____
3. _____

Date Board recommendation given to Library Director _____

After review on this date _____, the Library Director has decided to:

- Retain the item
- Remove the item
- Change the location/reading level of the item
- Replaced the item with another material of similar purpose/value