



Elmwood Public Library Collection Development Policy

Appendix A: Request for Material Review/Reconsideration

The Library is committed to the fundamental rights of all people to read, access materials, resources, and other media services. The Trustees of the Geraldine E. Anderson Village Library have established a procedure for gathering input about items owned by the library. Completion of this form is the first step in that procedure. If you wish to make a statement of concern or request review of a library resource, please return the completed form to the Library Director in the supplied envelope.

Material being challenged **must be read or viewed in full**. Please use additional paper and refer to question numbers to fully complete this form.

If the form is incomplete or unsigned by the petitioner, the review/reconsideration process cannot proceed. **Only one form from a household will be accepted at a time.**

Name (print): _____ Age: _____
 Address _____ Zip code _____
 Email: _____ Phone: _____

Who do you represent?

My Self Organization Name of Organization: _____

Type of material being addressed:

Book Audio Book DVD
 Magazine Newspaper Library Program Content
 Other: _____

Title: _____
 Author /Producer: _____
 Year of Publication: _____

Please explain your concerns by answering the following questions:

1. Did you read/listen to/view this entire item? Yes _____ / No _____*
 *For "No" responses, no further action is needed. If the entire material has not been reviewed by the petitioner, the review/reconsideration process cannot proceed.



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2. If "yes," please explain how you learned about this material.

3. Explain the purpose of this material.

4. What positive qualities does the material present?

5. What are your concerns about this material? Provide supporting citations and quotations.

6. How has the material been assessed in professional review sources? Provide supporting citations and quotations.



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7. Provide professional citations in support of your objections.

8. Explain how the material fails to meet Intellectual Freedom standards.

9. Who would be negatively impacted by this material and how? Provide supporting evidence and citations (required).

10. What is your desired action for this material?

11. If removed, with what would you replace this material? Include titles and professional reviews of your suggested replacement material.

The library material under review shall remain in place and accessible throughout the review process.

Signature: _____ Date: _____

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