



FOREST PARK
PUBLIC LIBRARY

Reconsideration of Library Materials Packet

This is to be filled out and turned into the Library Director. The rest of the packet is given to the patron to fill out. The patron's filled out packet can be turned in at any service desk.

Patron name: _____

Patron phone number: _____

Patron email: _____

Material title: _____

Staff name/date: _____



FOREST PARK
PUBLIC LIBRARY

Patron's Request for Reconsideration of Library Materials

Title to be considered:

Type of Material (check appropriate item)

Book DVD Magazine Audiobook Music CD
 Other (List type of material)

Did you read or view the material in its entirety? Yes No

Have you read the Library's Selection Policy? Yes No

Please comment on the title as a whole. _____

To what do you specifically object? (Please use page numbers or time markings.)

In your opinion, is there anything of merit about the item? _____



FOREST PARK
PUBLIC LIBRARY

Please list any reviews you have read by professional critics and attach any review sources that agree with your opinion.

Your Signature _____ Date: _____

This completed form can be turned in at any service desk.



FOREST PARK
PUBLIC LIBRARY

Reconsideration of Library Material Procedure

The Forest Park Public Library values input from the community so that we may meet your needs and interests. If you would like an explanation of the selection of a particular item in the collection or wish the library to reconsider the place of that item in the collection, you may fill out a Request for Reconsideration of Library Material form. *This completed form can be turned in at any service desk.*

Your comments on the form and the item in question will be given to the Library Director. A committee will be appointed to review the item about which you are concerned. Included in the committee will be the Library Director and at least two other professional staff members. Each committee member shall individually consider the material, locate critical reviews and other relevant professional literature, and prepare a written opinion of the material's place in the collection.

The Library Director will continue to stay in touch with you and will be glad to work with you to locate alternative materials. The committee will keep your name and address in confidence, but your request will be discussed with the library staff. When the committee has reached a decision, the Library Director will inform you of the decision in writing. If you would like to dispute this decision, you are encouraged to appeal to the Library Board of Trustees.