



FOREST PARK
PUBLIC LIBRARY

Reconsideration of Library Materials Packet

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

Patron name: _____

Patron phone number: _____

Patron email: _____

Material title: _____

Staff name/date: _____



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Patron's Request for Reconsideration of Library Materials

Title to be considered:

Type of Material:

_____ Book ___ DVD ___ Magazine _____ Audiobook _____ Music CD

Other (specify) _____

Did you read/view/listen to 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?



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

Your Signature _____

Date _____

This can be completed and returned to any Library service desk.



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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. No materials will be reviewed without following the outlined procedure.

Your comment 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 anonymity cannot be guaranteed. Forms are public documents that are subject to FOIA requests. Verbal requests at board meetings or on social media are also not protected privacy. Your request will be discussed with 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 have the option of appealing to the Library Board of Trustees. All decisions made by the Board are considered final.