REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The library values your opinion. If, after discussing your concerns with the Library Director, you would like to formally request that the library take action, you may do so by completing this form. Please return the form to any librarian.

Have you read/viewed/listened to the entire work? [ ] Yes [ ] No

Please describe the item in question as fully as you are able:

Author:__________________________________________________________

Title:____________________________________________________________

Publisher:___________________________ Date of Publication:____________

Format (book, DVD, audio CD, etc.):_________________________________

Call number or location in the library:________________________________
Please state the action you wish taken on this item:

[ ] Add it to the library  [ ] Shelve it elsewhere  [ ] Remove it from the library

[ ] Other: ______________________

Why? (Use other side or additional pages if necessary.)

Please explain how such action would improve the library’s service to the community:

If requesting removal of the material, do you have recommendations for other materials to use in place of it?
What do you believe might be the result of reading/viewing/listening to this material?

How was the material brought to your attention?

Your Name:____________________________________________________________

Street Address:_________________________________________________________

City:_________________  State:_______  Zip Code:________ Phone:_____________

Signature:_________________________ Date:________________________

I am acting as a spokesperson for the following group or association:

________________________________________

Approved by CBPL Board of Trustees 2021