

**REQUEST FOR RECONSIDERATION  
OF LIBRARY RESOURCES**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Do you represent:**

( ) Yourself

( ) An organization: \_\_\_\_\_

( ) Other group: \_\_\_\_\_

---

**PROCEDURES**

1. Patrons should first discuss the work with the Head of the Department for more information.
2. Messenger Public Library responds in writing to requests for reconsideration of library resources from residents of the library's service area. The form must be signed by the patron to be considered for review.
3. Requestors should have read, heard, or viewed the entire work to have their request considered.
4. The Library Director reviews the work concerned for consistency with the Library's policies, Library supporting documents, and in consideration of the patron's recommendations.
5. The Library Director informs the patron in writing of the decision resulting from the review.
6. If the patron feels that their recommendation has been answered unsatisfactorily, they may submit a written request for final reconsideration by the Library Board of Trustees.
7. The Board of Trustees will review the request and notify the patron of their decision in writing. Their decision is final.
8. Appeals to the Board of Trustees will only be reviewed once every 12 months per item.

Messenger Public Library's collection management and reconsideration of library resources policies are available from a Library staff person.

Signature: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

**REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

Title of Resource: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Format (circle one):    Print    Audiobook    Movie/DVD    Music CD    Magazine    Digital (specify)

Other: \_\_\_\_\_

1. Have you read, viewed, or heard the entire work?    ( ) Yes    ( ) No: \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_  
\_\_\_\_\_

3. For what age group is this work intended? \_\_\_\_\_

4. What do you believe is the theme and/or major intent of this work? \_\_\_\_\_  
\_\_\_\_\_

5. Is the subject matter well-presented and handled? Please explain your point of view. \_\_\_\_\_  
\_\_\_\_\_

6. Are you aware of the judgment of this work by subject specialists or literary critics?    ( ) Yes    ( ) No

7. Are you familiar with the Library's Collection Management Policy and related documents? ( ) Yes ( ) No

8. What is your objection to this work? (Be specific. Use additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_

9. What do you feel might be the result of a person's reading/viewing/hearing this material? \_\_\_\_\_  
\_\_\_\_\_

10. What would you like the Messenger Public Library to do about this work? \_\_\_\_\_  
\_\_\_\_\_

11. In its place, what work of equal literary quality would you recommend for the library to purchase that would cover the same subject or content? Resource(s) to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_  
\_\_\_\_\_