

Removal/Reconsideration of Library Form and Procedures

Requests for reconsideration of library materials can follow a step-by-step process that concludes with a formal request for reconsideration. First, the concerned patron should have a conversation with a librarian or senior staff on duty. If a conversation fails to resolve the patron's concern, the patron may informally bring it to the Library Director. If the patron's concern is still not addressed, s/he should be asked to complete the library's Request for Removal/Reconsideration of Library Materials form.

Any challenged library material must remain within the public library and available for a resident to reserve, check out, or access until there is a final decision by the review committee.

Date _____

Name _____

Address _____

City/State/Zip _____ Library card _____

Phone _____ Email _____

Do you represent yourself? _____

Group or organization? _____ Name of Organization _____

1. What is the author, title, and format of the material you would like reconsidered:

Author:

Title:

Format: Book Magazine Audiobook DVD CD Electronic Other:

Publisher:

Publication Date:

2. Have you read, viewed, or listened to the entire work?

Yes

No

If you have not completely read, listened to, or viewed the material, please do so before completing this form.

3. What is this material about?

4. What brought this material to your attention?

5. What do you find objectionable about the material?

6. Time Stamp(s) or Page number(s):

What action are you requesting that the library consider?

Are there resources you would suggest the library acquire to provide additional information and/or other viewpoints on this topic?

Once completed, please return this form in person to the Circulation Desk of the Upper Saddle River

Library:

Received By: _____ Date: _____