Citizen's Request for Reconsideration Of Materials

The Morris Area Public Library welcomes feedback from community members about materials in the library's collection. Patron input often provides valuable insight into community interests and collection needs. All collection decisions are guided by the Library's **Collection Development and Book Selection Policy**.

Patrons who have concerns about an item in the library's collection are encouraged to first discuss the material with library staff or the **Department Supervisor** responsible for that area. If the concern remains after that discussion, the matter may be referred to the **Library Director** for further review.

If the concern remains unresolved after consultation with the Library Director, you may submit a **Citizen's Request for Reconsideration of Materials** form. Only patrons who reside within the **Morris Area Public Library District** may submit a formal Request for Reconsideration.

Completion of this form is the first step in the formal reconsideration process. Please return the completed form to the **Library Director**.

Upon receipt of the completed form, the Director will review the request and forward it to the **Library Board of Trustees** for consideration at the next regular Board meeting. The Board will review the material and provide a **written response** once a decision has been reached. The material will remain in the collection during the entire review process.

Date:		
Last Name:	First Name:	MI:

Current Address:	
City:	Zip Code:

Email address:	
Primary Phone:	MAPL Library Card Number:

STAFF USE ONLY

Date Received:	Staff Initials:		Staff Reviewed Date:	Staff Initials:	Board Review Date:	Decision:

1. Resource on which you are commenting:

☐ Book (e-book)	☐ Movie	☐ Magazine	☐ Database
☐ Audio Recording	☐ Digital Resource	☐ Textbook	☐ App
☐ Newspaper	☐ Game	☐ Streaming/Media	☐ Other

Title:
Author/Producer:

2. What brought this resource to your attention?

3. What sections of the resource did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?