

FORM 402. REQUEST FOR RECONSIDERATION OF MATERIAL

The Board of Trustees of the Summit Free Public Library adopted a Collection Development Policy and established a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. Please use this form to note your objection(s) to particular item(s) or resource(s) in the Summit Free Public Library and return the completed form to the Library Director.

Name: _____		Date: _____
Address: _____	Who do you represent?	
Telephone: _____	____ Self	
E-mail: _____	____ An organization Name of Organization: _____	

1. Identify the resource on which you are commenting: Book (e-book): _____ Magazine: _____ Digital Resource: _____ Newspaper: _____ Movie: _____ Audio Recording: _____ Game: _____ Other: _____ Title: _____ Author: _____
2. What brought this resource to your attention? _____
3. Have you examined the entire resource? If not, what sections did you review? _____
4. What concerns you about the resource? _____ _____
5. What additional resource(s) do you suggest to provide additional information and/or other viewpoints on this topic? _____ _____
6. What action are you requesting that the committee consider? _____ _____
Signature: _____