

Request for Reconsideration of Library Materials



Please complete this form. The County Librarian, or designee, will review and respond in context to the Collection Development Policy (<https://www.infodepot.org/About-Us/Library-Policies>). To ensure a timely response, individuals may submit only one request at a time. Titles are reviewed once during a 12-month period.

Name: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

Title: _____

Author: _____

In which branch or department is the item located? _____

1. What brought this material to your attention?

2. Did you examine the item? Yes: _____ No: _____

3. Comment on the particular concern:

Staff will forward to the County Librarian. You will receive a response within 30 days of receipt.

BRANCH OR DEPARTMENT USE ONLY:

Received by: _____ Date Received: _____ Date Sent to Co. Librarian: _____

LIBRARY ADMINISTRATION USE ONLY: Received by: _____ Date Received: _____

Date Response Sent: _____ Email: _____ Mail: _____ Other: _____

Additional Follow-up: _____