

Deep River Public Library  
150 Main Street  
Deep River, Ct 06417

## Request for Reconsideration of Material Form

The Deep River Public Library Board has established a Collection Development Policy and a procedure for patron input on the collection. Deep River residents who wish to request a reconsideration of materials in the Library's collection are asked to please complete this form and return it to the Library Director.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Do you represent self?  Or an organization  Name of Organization \_\_\_\_\_

### 1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording  Digital Resource  Game

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

Title \_\_\_\_\_

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

### 2. What brought this resource to your attention?

\_\_\_\_\_

### 3. Have you examined the entire resource?

\_\_\_\_\_

### 4. What concerns you about the resource?

\_\_\_\_\_

### 5. What actions are you requesting the Library to consider?

\_\_\_\_\_

Please be aware that no material will be removed from the Library Collection without following the full Request for Reconsideration process. The Library Director will work toward a timely response to your request. But please allow for up to three weeks for the request to be thoroughly reviewed through our internal procedures as detailed in our collection development policy. You will then be contacted by the Library Director with a decision on your request. Any appeal to the decision may be made to the Library Board of Directors, who will review the decision with the Library Director and make a final ruling.