



# Policy Manual

## F-1 Request for Reconsideration of Library Materials

The Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the Library's Collection Development Policy. A copy is available to you upon request. If you feel that a particular item is not suitable for inclusion in the library's collection, please complete this form and submit it to a librarian or mail it to:  
Library Director, 45255 West Ten Mile Road, Novi, MI 48375.

Resource on which you are commenting:

Book \_\_\_\_\_ DVD \_\_\_\_\_ CD \_\_\_\_\_ Audio book \_\_\_\_\_

Other \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publication Date: \_\_\_\_\_

1. Please summarize your reasons for requesting reconsideration of the work.

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2. Did you read/view/listen to the entire work? Yes No

If not, what parts did you read/view/listen to?

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3. What concerns you about the resource?

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4. Are your objections based on age of the potential user or to the point of view expressed?

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5. What action would you like the library to take in regard to this work?

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6. Is there a resource that would, in your judgment, be more appropriate?

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Your Name (First, Last) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Do you represent yourself \_\_\_\_\_ or an organization \_\_\_\_\_

(Organization name) \_\_\_\_\_

We appreciate your interest in the Library, and the time you have taken to inform us of your concerns. We value your input and will give your request serious consideration.

**What happens once I complete this form?**

The selector of the material will gather reviews and other pertinent information regarding the material and work with the Library Director to prepare a written response. The Library Board, upon request, hears appeals to the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Library Board.