

Policy and Procedure Manual	Section B 7.4
Public Policy Collection Development Policy Request for Reconsideration of Library Resources	Issued : October 21, 1991 Revised April 18, 2011; Revised April 20, 2015 Approving Authority: Board of Library Trustees

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Orland Park Public Library cardholders who wish to have materials reconsidered for the library collection must **completely** fill out and sign this form. The material will then be reviewed by the library staff and the Library Director. A recommendation will be presented to the Library Board. Forms that are not completely filled out will not be considered.

AUTHOR _____

TITLE _____

FORMAT _____ **PUBLISHER/PRODUCTION COMPANY** _____

COPYRIGHT DATE _____

REVIEW REQUESTED BY (Name) _____

COMPLAINANT REPRESENTS: _____ Himself/Herself _____ An Organization

1. What do you believe is the theme of this material?

2. Are you aware of the reviews of this material by critics?

3. Did you read the entire book/watch the entire film/ listen to the entire song?

4. What specifically in the material do you find objectionable? (Be specific, cite pages, lyrics, scenes, etc.)

5. What good or valuable features do you find in the material?

6. What would you like the library to do about this material?

Signature of Cardholder: _____ Card # _____

Address: _____

Telephone: _____

Organization Name: _____
(If applicable)

Email: _____

For Library Use Only

Received by: _____ Date _____

Reviewed by Department Head: _____ Date _____

Date Reviewed by Library Board (If applicable): _____

**Revised and Adopted by Library Board
October 21, 1991, Revised April 18, 2011; Revised April 20, 2015 (Formerly Material Complaint
Form)**