

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; Reviewed April 19, 2021  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.)

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

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

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Signature of Cardholder: \_\_\_\_\_ Card # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
(If applicable)

Email: \_\_\_\_\_

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**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); Reviewed April 19, 2021.**