

**POLICY**

SECTION: 12.3.a

SUBJECT: Materials Reconsideration  
Request

The Richmond Public Library (RPL) strives to acquire material that best reflects the community's needs and interests. In most instances, reviews are requested prior to purchasing material.

Patrons may request that an item on the shelf be removed for any reason other than physical condition by completing the "Materials Reconsideration Request Form" and sending the form to the Manager of Collection Development. The request must include patron address and telephone number.

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Adopted: July 20, 2005