



 <p style="text-align: center;">POLICY</p>	<p>SECTION: 12.3.a</p> <p>SUBJECT: Materials Reconsideration Request</p>
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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. The Library's collection development policy and related information is found in Section 12, Materials Management.

Patrons may request that an item on the shelf be removed for objections to content by completing the "Materials Reconsideration Request Form" (Attachment 1) and sending the form to the Manager of Collection Development located at the Main Library, 101 E. Franklin Street, Richmond, Virginia 23219.

The request must include patron address and telephone number.

The Collection Development Manager will review the request, and recommend action to the Library Director.

A written response will be provided to the patron.

Approved: July 20, 2005
 Reviewed: February 2012



Attachment 1: Materials Reconsideration Form



	<p>Materials Reconsideration Request Form</p>	<p>SECTION: 12.3.b</p>
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PLEASE PRINT INFORMATION: Date: _____

Library / Branch: _____

Title: _____

Author: _____

Publisher (if known): _____

ISBN (if known): _____

Request Initiated By: _____
Last
First
MI

Address City State Zip Telephone (Day)

Is concern voiced by group or self? (circle one) GROUP or SELF

Concern(s) with Material: _____

Did you read entire book (material)? _____ If not, what parts did you read? _____

Are you aware of any reviews for this book (material)? _____

Please cite: _____

Is there anything else you would like us to know about the material? _____

Signature: _____

Please submit to: **Richmond Public Library**
Attn: Collection Development Office
101 East Franklin Street
Richmond, Virginia 23219

Adopted: June 2005
Reviewed: January 2012