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
Reviewed: February 23, 2022
Materials Reconsideration Request Form

SECTION: 12.3.b

PLEASE PRINT INFORMATION

Date: ________________________

Library / Branch: ________________________

Title: ___________________________ Author: ___________________________

Publisher (If Known): ___________________________ ISBN (If Known): ___________________________

Request Initiated By:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
</table>

Address ___________________________ City ___________________________ State __________ ZIP __________ Phone (Day) ___________________________

Resource on which you are commenting:

- Book / E-book
- Magazine
- Audio Recording
- Digital Resource
- Game
- Newspaper
- Other

Is concern voiced by Group or Self? (Check Box) __ GROUP __ SELF __

Concern(s) with Material (Please Explain): ___________________________

__________________________

Did you read entire book (material)? __ YES __ NO
If NO, what parts did you read? ___________________________

Are you aware of any reviews for this book (material)? __ YES __ NO
If YES, please cite: ___________________________

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

__________________________

Signature: ___________________________

Approved: June 2005
Reviewed: January 2012
Reviewed: February 2022