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

**Please Print Information**

<table>
<thead>
<tr>
<th>Library / Branch:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Author:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Publisher (if known):</th>
<th>ISBN (if known):</th>
</tr>
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</table>

**Request Initiated By:**

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

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Phone (Day)</th>
</tr>
</thead>
</table>

**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:**

____________________________________________________________________________________

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