



RICHMOND PUBLIC LIBRARY

Title: Materials Reconsideration Request Policy

Policy Number: 12.03

Reviewed Date: 07/23/2025

The Richmond Public Library 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" 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
Reviewed: July 23, 2025



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: _____
Last Name First Name MI

Address City State ZIP Phone (Day)

Resource on which you are commenting:

☐
☐

Book / E-book

Movie

☐
☐

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