



## **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.

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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  Magazine  Digital Resource  Newspaper  
 Movie  Audio Recording  Game  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