

MATERIALS RECONSIDERATION REQUEST FORM

The trustees of Saugus Public Library have established a Collection Development Policy which includes a Materials Reconsideration procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to:

Library Director
Saugus Public Library
295 Central Street
Saugus, MA 01906

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? ____ Or an organization? ____

Name of Organization _____

1. Resource on which you are commenting:
____ Book (or e-book) ____ DVD ____ Magazine ____ Audio Recording
____ Digital Resource ____ Game ____ Newspaper ____ Other (Please
specify _____)

Title _____

Author/Producer _____

2. What brought this resource to your attention?
3. Have you examined the entire resource? If not, what sections did you review?
4. What concerns you about the resource?
5. What do you feel might be the result of reading or viewing this material?
6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
7. What action are you requesting the committee consider?

(feel free to use reverse if more space is required)