



The Urbana Free Library

210 West Green Street, Urbana, IL 61801 • 217-367-4057 • urbanafreelibrary.org

REQUEST FOR RECONSIDERATION FORM

Title of Material: _____

Author/Artist/Presenter: _____

Book

Music

Movie

Other

Who do you represent? myself _____ an organization _____

Date: _____

Name: _____

Organization Name: (if applicable) _____

Address: _____

Phone: _____ Email: _____

Have you read, viewed, or listened to this resource in its entirety? Yes ____ No ____

Have you seen a review of this title? Yes ____ No ____ If so, please attach the review.

Have you read The Urbana Free Library Collection Management policies? Yes ____ No ____

What concerns you about this resource?

What action are you requesting the Library to consider:

Signature: _____ Date: _____



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Additional Information:

Upon receipt of the form, the Executive Director or designee will appoint a committee of Library staff (including a Materials Selector) to consider the request and make a recommendation. The Executive Director will make a decision based on information from the Committee and the Collection Management policies. Until a decision is reached by the Executive Director, the material in question will remain available. The patron will be notified in writing of the decision by the Executive Director within 90 days.

If the patron is unsatisfied with the decision, they may appeal to the Library Board of Trustees. The Request for Reconsideration will be directed to the Board, which will place the issue on the agenda for the next Library Board meeting. The decision of the Board will be final and will be sent in writing to the person who requested reconsideration of the title.