



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

### Patron Withdrawal Reconsideration Form

From time to time the Great Falls Public Library will withdraw books and materials from the collection. The reasons for doing so are clearly marked on each item. A Library patron who feels that an item should not be removed from the Great Falls Public Library collection may submit a Withdrawal Reconsideration Form to the Library Director. (Please submit material being withdrawn with the form.)

#### PROCESS:

1. The Library Director will review the Withdrawal Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Withdrawal Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Patron Withdrawal Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Library Card #: 208700

#### Description of Item Requested to remain in the collection:

Title: \_\_\_\_\_

Creator/Author: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Barcode (Item ID): 3086700

Format of Item ☐ Print Book ☐ CD ☐ DVD

**Please use the back of this form (and extra pages as needed) to explain why you feel the item described above should remain in the Great Falls Public Library Collection.**

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Date



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