



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Request for Reconsideration of Library Material Form

A Library patron who feels that an item should not be part of the Great Falls Public Library collection may submit a Request for Reconsideration Form to the Library Director.

PROCESS:

1. The Library Director will review the Request for 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 Request for 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 (Request for 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 #: 2086700

Description of Item Requested to be removed from the collection:

Title: _____

Creator/Author: _____

Copyright Date: _____ Barcode (Item ID): 3086700

Format of Item Print Book CD DVD

Please fill out the back of this form (and extra pages as needed) to explain why you feel the item described above should be removed from the Great Falls Public Library Collection.



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Patron Signature

date



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What brought this material to your attention?

What are your objections to this material or subject matter (please be as specific as possible)?

Have you read, heard or watched the entire title or material?

Have you read any reviews of this title or material? (Please help us by indicating as completely as possible the sources for these reviews or commentary.)

Can you suggest titles of materials which might be added to the collection which address the same or similar issues?

Materials selected for inclusion in the library collection, including donations, are based on the Great Falls Public Library Collection Management Policy, as approved by the Board of Trustees. The library adheres to the principles of the American Library Association Library Bill of Rights.

<https://www.greatfallslibrary.org/wp-content/uploads/2018/12/Collection-Management-Policy-2018.pdf>

Requests for reconsideration are taken very seriously.



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