

Request to Reevaluate Library Materials

Library patrons who object to materials in the library may request that the college reevaluate their inclusion in the collection.

Process:

1. The patron will fill this form out completely. The exact nature of the objection is critical for the college's consideration. Incomplete forms will be returned to the patron via mail.
2. The completed form will be considered first by the Dean of Learning Resources. A decision will follow in no more than 10 business days.
3. If the patron wishes to appeal the decision, an ad hoc committee consisting of one librarian and five faculty members will consider it. Two faculty members should be from the academic division most closely associated with the material's subject. The three additional faculty members may come from other academic divisions on campus and Workforce Development. A decision will follow in no more than 10 business days.
4. If the patron wishes to appeal that decision, the Vice President of Academic Affairs will consider it. A decision will follow in no more than 10 business days. That decision will be final. Until a decision is reached, college policy requires that the library take no action on the material.
5. Once a final decision is made, a copy of this form will remain with the Collections Librarian.

Please complete the information requested below and return the form to the collections librarian. You may use extra pages if desired.

Personal Information	
Name (please print)	
Your Address	
Phone (optional)	
E-Mail (optional)	
Item Information	
Type of resource on which you are commenting	
Title of resource	
Author	

Publisher/Producer	
Request	
What brought this title to your attention?	
Did you review the entire item? If not, what sections did you review?	
Why do you object to this material? (Please be specific. Cite pages or timestamps where appropriate)	
What do you feel might result from being exposed to this material?	
What action would you like the library to take with this material?	

Your signature: _____ **Date:** _____

STAFF USE ONLY	
Form Received by:	Date:

Dean of Learning Resources	
Decision:	
Signature/Date:	

Do you wish to appeal this decision? Yes No

Your signature: _____ Date: _____

STAFF USE ONLY	
Form Received by:	Date:

Ad Hoc Committee	
Decision:	
Signature/Date:	
Signature/Date:	
Signature/Date:	
Signature/Date:	
Signature/Date:	
Signature/Date:	

Do you wish to appeal this decision? Yes No

Your signature: _____ Date: _____

STAFF USE ONLY	
Form Received by:	Date:

Vice President of Academic Affairs	
Decision:	
Signature/Date:	