

# **Request for Reconsideration of Jones Library System Materials**

Jones Library cardholders are invited to fill out this form if there is an item in our collection that you think does not belong in the Jones Library. Send the completed form to the Library Director. The Director will review the title, meet with staff, and meet with you to review the complaint, and then will make a written ruling in accordance with the *Collection Development Policy*. If unsatisfied, you may pursue the complaint with the Board of Trustees by making a written request to the Board. A ruling by the Board of Trustees is final.

1. **Title**\_\_\_\_\_

2. **Author/Producer**\_\_\_\_\_

3. **Format (book, audio, video, etc.)**\_\_\_\_\_

4. **What brought this item to your attention?**

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5. **Have you examined the entire item? If not, which parts have you examined?**

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***(continued on reverse)***

**6. What concerns you about the item (attach additional page if needed)?**

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**7. Are there materials you wish to suggest to provide additional information and/or other viewpoints on this topic?**

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**8. Have you read the Jones Library's *Collection Development Policy*? \_\_\_\_\_**

<b>Date</b> _____
<b>Signature</b> _____
<b>Printed Name</b> _____
<b>Address</b> _____
<b>Phone</b> _____
<b>Email</b> _____