

Huntingdon Valley Library

Request for Reconsideration of Library Material Process

The Board of Trustees of the Huntingdon Valley Library takes seriously all patron concerns involving our selection of materials. The following is our process for reevaluating materials:

1. Fill out a Request for Reconsideration of Library Materials form. You may drop the form off at the Circulation Desk or mail it to the Library Director at 625 Red Lion Road, Huntingdon Valley, PA 19006.
2. You may view a copy of our Collection Development Policy at any time at the Library's Web site. The policy, as approved by the Huntingdon Valley Library Board of Trustees, indicates the criteria library staff uses to select material for the collection.
3. The Director will send you an acknowledgment that your form has been received. She will also indicate the timeframe within which you can expect a written response.
4. The following procedure will be followed in a formal complaint to the Board of Trustees:
 - In order to have your request for reconsideration of a library item placed on the agenda of the next Board Meeting that you can attend, you must submit the request to the Director at least 14 days in advance of the Board meeting. (The Board normally meets on the third Thursday of each month.)
 - The complainant must appear in person, but may be accompanied by another spokesperson.
 - The Board will listen to your reconsideration request and respond to your complaint by taking one of the following actions:
 1. Retain the material in the collection
 2. Withdraw the material as requested
 3. Revise the collection development policy
 4. Defer action until the next Board meeting

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Request for Reconsideration of Library Materials

1. Author: _____

2. Title: _____

3. Publisher (if known) _____

4. Format: Hardcover Paperback CD CASS DVD Electronic Magazine
 Newspaper
 Display Link on Library's website Other (please specify) _____

5. In what section of the library is the material located? Adult Children's Young Adult

6. How was the item brought to your attention? _____

7. Did you read, view or listen to the entire work? Yes No

8. What is your objection to the material? Be specific; cite pages: (Use back for form if necessary)

9. Do you know what literary critics and reviewers think of this material? Yes No

10. For what age group would you recommend this material? _____

11. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated? _____

12. What would you like your library to do about this material? _____

13. Are you familiar with the American Library Association Bill of Rights? Yes No

Signed _____

Print or type Name _____

Phone # _____

Address _____
