

Webb Shadle Public Library
Material Reconsideration Form

The library board of the Webb Shadle Public Library has delegated the responsibility for evaluation of library materials to the director of the library. If there is a verbal complaint, the director will discuss the item with the person making the complaint. If further discussion is needed, then the director will consult with any other staff that might be required to handle the problem. The director will notify the patron of the reached decision. If the patron would like to pursue the matter, then a formal written complaint is needed to bring to the board. Please return this form to the Library Director.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone/Email _____

Do you represent self? _____ Organization? (Specify Name) _____

Resource on which you are commenting:

Book	_____	DVD	_____
Audio Book	_____	Library Program	_____
Magazine	_____	Newspaper	_____
Electronic Devices	_____	Other (please specify)	_____

1) Title _____

Author/Producer _____

2) What brought this resource to your attention?

3) Have you examined the entire resource?

4) What concerns you about the resource?

Signature _____ Date _____