



## Request for Re-Evaluation of Library Materials

### Personal Information

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Library Card #</b>	
<b>Organization you represent</b>	

### Item Information

<b>Format (Book, DVD, etc.)</b>	
<b>Title</b>	
<b>Author</b>	
<b>Publisher/Producer</b>	

### Request Information

<b>What brought this title to your attention?</b>	
<b>Did you read, view, or listen to the entire work? If not, which sections did you review?</b>	
<b>Please describe your concerns regarding this material.</b>	
<b>What specific pages/sections illustrate your concerns?</b>	
<b>Do you find anything of value or useful about this material?</b>	
<b>What would you recommend instead of this item?</b>	
<b>What action would you like the library to take with this item?</b>	

\*Note: Form instructions are on the reverse side.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Marion Community Library Request to Re-Evaluate Library Materials**

If you have an opinion or concern about the inclusion of a specific item in the library's collection, the library will re-evaluate the selection placement of that item in its collection upon submission of this completed *Request for Re-Evaluation Materials* form. Forms will be accepted from adult cardholders who are residents of the library's legal service area and who have read, viewed, or listened to the material in its entirety. You can return the form to the library through the mail, email, or at the circulation desk.

The completed form, including the rationale for re-evaluation and requested actions, will be forwarded to the Library Director. The Library Director and MCLA Executive Board will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research to re-evaluate the item's appropriateness for inclusion in the library's collection. The Library Director and MCLA Executive Board will make the decision regarding the retention or placement of the item. Once a decision has been made regarding the retention or placement of the item, the person who submitted the re-evaluation form will be notified of the decision and the reasons for it.

Materials will remain in circulation during this procedure. Individual titles will not be re-evaluated more than once per year.

The process outlined above is for materials purchased by and housed at the Marion Community Library.

### **Contact Information**

Marion Community Library

201 S. Center St.

Marion, TX 78124

[mcommunitylibrary@gmail.com](mailto:mcommunitylibrary@gmail.com)

830-420-4022