

Menomonee Falls Public Library Request for Reconsideration of Library Materials Form

Please fill out this form if you have a concern regarding a material currently available to the public at Menomonee Falls Public Library and return to the Library Director.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Material to be Reconsidered

Title: _____

Author/Artist/Illustrator: _____

Copyright Date: _____

1. What would you like the Library to do with this material?

Withdraw it from the Library

Move it to a different collection in the Library

Other: _____

2. What brought this material to your attention?

3. Have you read, listened to, or viewed the entire work? (Circle one) YES NO

If not, which parts have you reviewed?

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4. What concerns you about this material? Please be specific.

5. Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item?

By signing below, I attest to the accuracy of the above information and that I am filling out this form on behalf of myself. I have read the Library’s Collection Development Policy in its entirety. I understand that my Request for Reconsideration may be addressed at a public meeting of the Menomonee Falls Public Library Board of Trustees with my personally identifying information redacted.

Signature: _____

Date: _____

Menomonee Falls Public Library considers all Requests for Reconsideration of Library Materials pursuant to its Collection Development Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by Library Management.
2. The Library Director and relevant staff shall review the material and make one of the following decisions:

To retain the challenged material in the collection;

To retain the challenged material, but move it to another collection in the Library;

or

To withdraw the challenged material.

3. The Library Director then notifies the requester within 30 days of receipt of the Request for Reconsideration.

4. Within 30 days of receipt of the Library Director’s decision, if the requester is not satisfied with the decision of the Library Director, they may direct their concerns to the Menomonee Falls Public Library Board of Trustees for their consideration. The Library Board will then make a decision regarding the reconsideration within 90 days of receipt of the requester’s request to the Board.

For Library Staff Only:

Date Received by Director: _____ Initials: _____

Date Decision Sent to Requester: _____ Initials: _____

Date Decision Forwarded to Board (If Applicable): _____ Initials: _____

Date of Board Meeting Regarding Request (If Applicable): _____ Initials: _____

Date Board Decision Sent to Requester (If Applicable): _____ Initials: _____