

Watkins Glen Public Library
Request for Reconsideration of Materials
Appendix ---

The Watkins Glen Public Library Board of Trustees has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that process. If you wish to request reconsideration of an item, completely fill out the form below and mail to the below address. Delivery may also be made in-person to a staff member at the Circulation Desk. The Director will respond in writing with two (2) weeks of receipt.

ATTN: Library Director
Watkins Glen Public Library
610 S Decatur Street
Watkins Glen, NY 14891

Date: _____

First and Last Name: _____

Mailing Address: _____

City: _____ State/Zip: _____

Phone (w/Area Code): _____

Email (optional): _____

Who do you represent? Self An organization Other

Name of organization or other: _____

1) What type of material are you requesting review of?

- Book Resource Kit Other _____
 Movie/TV Audiobook

Title: _____

Author/Producer: _____

2) What brought this resource to your attention?

3) Have you examined the entire resource? If not, what sections did you review?

4) What concerns you about the resource?

5) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6) What action are you requesting the committee consider?
