Request for Reconsideration of Library Materials

Requests for reconsideration of library materials may be made by Rutherford residents. Requests are to be submitted in writing through this form, which shall be completed as fully as possible.

NAME: ____________________________________ DATE: ____________________________

RUTHERFORD LIBRARY CARD # (Please put "N/A" if not a cardholder): ____________________________

PHONE: ____________________________ EMAIL: ____________________________

ADDRESS: ______________________________________________________________________________

(Optional) I am acting as a spokesperson for the following group: ________________________________

Please describe the item in question as fully as you are able:

Title: ____________________________________________

Author(s): ____________________________________________

Publisher: ____________________________________________

Format (Circle One):

Book        DVD        Audio Recording        Magazine        Newspaper

Digital Resource (incl. eBooks)        Program        Display        Book List

Call number/location in library, or date of program: ____________________________

Please mark the action you wish taken on this item:

[ ] Add it to the Library          [ ] Shelve it elsewhere          [ ] Remove it from the Library

[ ] Other (specify):

Why? You may use the back of this page if you need more space.

APPROVED JULY 18, 2022
Please explain how such an action would improve the Library’s service to the Rutherford community. If requesting to remove an item from the collection, please state specifically the primary harm that might arise from this item:

Have you read/viewed/listened to the entire work? If not, then which parts?

How was it brought to your attention?

Have you read any professional reviews of this material? Please attach copies if possible.

Are there materials you suggest to provide additional information or other points of view on this topic?

Signature:______________________________________

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