

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Bridgeport Public Library Board of Directors has established a materials selection policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a library-owned or acquired resource, please return the completed form to a staff member or by mailing it to the library. Per Library policy, the City Librarian will make a decision to remove or retain the material in question, and reply to the request within 30 days of receipt. (pg. 5, Collection Development Policy, "Reconsideration of Materials"). If you are not satisfied with the decision, you may appeal in writing to the Board of Directors. Please note that a title will only be reviewed once within a five-year period unless the content has undergone major revisions. As an institution funded directly through Bridgeport city taxes, the Library will only accept reconsideration forms from residents of the city of Bridgeport.

Please also note that Reconsideration of Library Materials requests may be reported to state and national library organizations for statistical purposes, and that while the Library will protect patron confidentiality within the confines of the law, Reconsideration of Library Materials requests are subject to FOIA requests and, as such, any information reported on these requests is not necessarily protected.

Please fill out the form below in its entirety:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Representing yourself  Representing an organization?

Name of Organization (if applicable) \_\_\_\_\_

Resource on which you are commenting:

Book/e-book  DVD  Audio Recording  Magazine  Newspaper  Digital Resource

Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Date of work: \_\_\_\_\_

What concerns you about the resource? Please explain your concerns about this resource, citing up to three specific quotes or incidents, providing page numbers or timestamps.

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What brought this resource to your attention?

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Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

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What action are you requesting the Library consider?

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I attest that I have read/viewed/listened to the resource in its entirety.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may submit this completed request from by giving it to any Bridgeport Public Library staff member, or by mailing it to: City Librarian, Bridgeport Public Library 925 Broad Street, Bridgeport, CT, 06604.

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OFFICE USE ONLY

Date of Review:

Decision: (Keep, Move, Withdraw, Other):

Signature of City Librarian: \_\_\_\_\_