While much care has gone into the selection of materials, we recognize that not everything we select will meet with the approval of the community. One of the basic responsibilities of a public library is to provide materials from multiple viewpoints of a controversial or debatable issue. The library, by selecting such material, does not promote or support any particular viewpoint. Items will not be marked, labeled or sequestered to show approval or disapproval of an item. Widely used labeling systems such as the Motion Picture Association of America ratings may be used to identify what audience a video was marketed to. The community may make a request for an item in the collection to be moved or withdrawn by filling out the form below. Upon receipt of the form, the library director will assign the item to a librarian for review and response.

Author: _____________________________ Format: __________(book, DVD, etc.)
Title: ________________________________________________
Publisher: ___________________________________________ Publication date: __________

Request initiated by: ________________________________________
Address: ________________________________________________ City: ________________
Zip code: __________ Phone: ______________________________
Email: ________________________________________________

Is this request made on behalf of?
☐ Yourself or ☐ Organization: _____________________________________________

Have you read/viewed this title in its entirety?
________________________________________________________________________

What is your objection to the material? (Please specify and cite pages)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Is there anything positive about the material?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

State the reason for your request:
________________________________________________________________________
________________________________________________________________________
Action requested:

Have you read the Loomis Library collection development policy?
☐ Yes ☐ No

Are you aware of the judgment of this material by literary critics or area subject specialists?
☐ Yes ☐ No

Please provide names of reviewers and citations for reviews, if known:

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject created?

Date: ________________
Signature: ______________________________________________

Date: ________________
Received by Staff Member: _________________________________

Date: ________________
Reviewed & Responded by: _________________________________

Date: ________________
Action Taken: ____________________________________________