



Selecting materials that serve the needs of our community is a vital part of operating a library. Richland Library takes this responsibility very seriously and has established a materials selection policy for selecting resources as well as a procedure for requesting reconsideration of particular items.

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that the entire collection will appeal to everyone.

If you would like to ask us to reconsider a specific book, film, musical recording, or other item in our collection please fill out this form and return by mail to our Chief Operating Officer at the address provided below – or drop it off at any Richland Library location. Your request will be considered, and you will be notified of a decision in writing.

## Request for Reconsideration of Library Material

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ An organization: \_\_\_\_\_

\_\_\_\_\_ Another group: \_\_\_\_\_

Resource on which you are commenting:

\_\_\_ Book (e-book)    \_\_\_ Movie    \_\_\_ Magazine    \_\_\_ Audio Recording

\_\_\_ Digital Resource    \_\_\_ Game    \_\_\_ Newspaper    \_\_\_ Other

Title \_\_\_\_\_

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

Please indicate specifically the nature of your complaint about this item, including page numbers or recording time where the material you object to occurs.

Did you examine the entire work or only parts? If you did not examine the entire work, please indicate the portions you completed. (We encourage you to read or view the material in full before submitting a request for reconsideration.)

Please state specifically what you believe to be the primary harm which might occur from this item.

Is there anything good about this item?

For what age group would you recommend this item?

What brought this resource to your attention?

Are you aware of any professional reviews of this item?

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

What action are you requesting the library consider?

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please drop off this completed form at any Richland Library location, or mail it to: Chief Operating Officer, Richland Library Main, 1431 Assembly St., Columbia, SC 29201. This request will be reviewed in accordance with Library procedure, and you will be notified of a decision in writing.