



RESIDENT REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

The Library serves the entire Novi community and welcomes your feedback about the collection. Selection of materials is guided by community interest and demand and is grounded in the Library's "Collection Development Policy." A copy is available to you upon request.

Complete this form and submit it to the Library Director, 45255 Ten Mile Rd, Novi, MI 48375. Only requests by a Novi resident will be considered.

Your first and last name: _____

Your address: _____

Phone: _____

Email: _____

Material on which you are commenting:

Title: _____

Author: _____

Publication Date: _____

Format (Circle one): Book eBook DVD/BluRay Audiobook Kit Other

1. Please summarize your reasons for requesting reconsideration of the material owned by the Novi Public Library.

2. Did you read/view/listen to the entire work? ____ Yes ____ No

If not, what parts did you read/view/listen to?

3. Which pages, sections or portions of the material are of concern to you and why?

4. Is there material that would, in your opinion, be more appropriate to cover the same subject or content?

5. Have you read any reviews of this material? ____ Yes ____ No

If yes, please provide the sources of reviews you have read.

6. What action would you like the Library to take in regard to this material?

Upon receipt of a Request for Reconsideration, the Library Director collaborates with members of the Information Services staff to prepare a written response to an individual's written request. The Library Director shall respond to the "Request for Reconsideration," taking into consideration the Library's "Collection Development Policy" and any other relevant information to reach a decision. The Library Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to seventy-five (75) days per item being reconsidered. During the request for reconsideration process, Library staff will not restrict or remove the material from its collection. The exception to this process is if the Library owns only one (1) copy of the material and it is needed for the review process by Library staff.