

**Swansea Free Public Library**  
**Request for Reconsideration of Library Materials**

The Trustees of the Swansea Free Public Library have established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Complaint initiated by: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Do you represent a group? Yes/No \_\_\_\_\_ If yes, please identify: \_\_\_\_\_  
Type of material (circle one): Book Magazine DVD Other (specify): \_\_\_\_\_  
Title: \_\_\_\_\_ Author/Artist: \_\_\_\_\_ Publisher: \_\_\_\_\_

1. How was this material brought to your attention?
2. Did you read/view the entire work?
3. Why do you object?
4. What specifically do you object to in this work? Cite pages or scenes.
5. For what age group would you recommend this work?
6. What do you believe to be the theme of this work?
7. Have you read any professional reviews about this work? If so, what?
8. What would act would you like the library to take about this work?
9. What work would you recommend that conveys a similar perspective to the subject treated in this work?
10. Please add additional comments on the back.

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

Library Director Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Only signed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks and will begin the review process. Please read the accompany policy for further detail. A copy of the request form without identifying patron information will be mailed to the American Library Association and the Massachusetts Library Association Intellectual Freedom Committees.

*Approved by the Swansea Free Library Board of Trustees, October 18, 2018*

*Updated and approved, April 21, 2022*