

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

**PLEASE NOTE: The New Haven Free Public Library (NHFPL) does not exclude materials solely because of race, nationality, age, gender, sexuality, political or social views of the author.**

**The Library will not undergo the reconsideration review process for the same title or material for a period of three (3) years unless there are major changes or revisions to the content.**

Title

Author

Publisher

What type of material is this?

Publication Date:

- Book
- Recording
- Other (Specify below)
- Magazine
- Video

# PATRON INFO

**PLEASE NOTE: Anonymous requests, requests from non-residents and forms with incomplete patron information will not be considered. You must be a resident of New Haven to submit a request. All required details including name, library card number, full address, phone number and representation must be completed in full.**

**Requests are limited to one reconsideration review per patron, per three (3) year period. Residents may inquire if a work has been previously challenged via a request to the City of New Haven's Freedom of Information Act form.**

***<https://www.newhavenct.gov/government/freedom-of-information-act-records-request>***

Request Initiated By

Library Card Number

Street Address

City, State and Zip

Phone Number

- Do you Represent:
- Yourself
  - An Organization (Name):
  - Another Group (Name):

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1. What concerns you about the resource? (Please be specific; cite page numbers, scenes, etc.)

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

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. What brought this resource to your attention? (A list, a review, word of mouth, etc.) If review or list, please give name of publication.

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5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic (List name or title and author)?

6. What action are you requesting the library to consider? Please choose one of the following options:

- This item should be transferred from Children’s to Teen
- This item should be transferred from Teen to Adult
- This item should be transferred from Children’s to Adult

*This form should be submitted to a library staff member, directed to the attention of the City Librarian. You will be notified of the results of the reconsideration process within 60 days of receipt.*

Signature

Date

Please click here for more information on our [Library Material Review and Reconsideration Policy](#) and [Collection Development policy](#) (active links once posted)