

## *Olney Public Library Policy Manual*

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by library staff.

<b>Material for Consideration</b>	
Author/Producer: _____ Publisher: _____	
Title: _____	
Dewey number if any): _____ Date/Edition: _____	
Type of Material: Book Magazine/Newspaper Video/DVD/CD Electronic Database Audio/CD Other	
Did you read, view, or listen to the entire work or a portion of the work?    ___All    ___Part	
Please describe your concerns regarding this material:   	
What specific pages/selections illustrate your concerns:  	
How did this materials come to your attention (optional):  	
<b>Contact Information</b>	
Your name: _____	
Address: _____ City: _____ Zip: _____	
Organization Represented: _____	
Phone no. _____	

Please send completed form to: Director, Olney Public Library, 400 W. Main St., Olney, IL 62450

For Staff Use Only

Date: \_\_\_\_\_

Action: \_\_\_\_\_

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Name of staff member initially contacted by patron: \_\_\_\_\_

Date	Action
	Reconsideration form returned to library and copy sent to book committee. Original form kept by Library Director.
	Library patron contacted by Library Director and informed of reconsideration process.
	Chair of book Committee in consultation with Library Director.
	Book Committee meets, researches the material, and discusses request.
	Decision of Book Committee sent to Library Director.
	Library Director informs patron by letter of the library's decision.

Signature of Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 11/08/2016

## **The Freedom to Read Statement**