



# South Kingstown Public Library

## Request for Reevaluation

This form is only for materials/content of the South Kingstown Public Library. The trustees of South Kingstown Public Library have an established collection development policy and a procedure for gathering input about items. Completion of this form is the first step in that procedure. If you wish to request a reevaluation of a resource, please return the completed and signed form to the library director. The library does not accept lists of items for reevaluation. Each request must be accompanied by an individually, fully completed Request for Reevaluation form. A title will only be considered for reevaluation once in a twelve-month period.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Library barcode: \_\_\_\_\_

Do you represent a group?    Yes        No

If yes, please identify: \_\_\_\_\_

Type of material (Check one):    Book \_\_\_ Movie \_\_\_ Periodical \_\_\_ Audio Recording \_\_\_  
Digital Content \_\_\_ Display \_\_\_ Program \_\_\_ Other \_\_\_

Title: \_\_\_\_\_

Author/Editor/Director: \_\_\_\_\_

Publisher/Production Company: \_\_\_\_\_

Have you examined the entire resource?    Yes        No

If not, what portions have you examined?

\_\_\_\_\_  
\_\_\_\_\_



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What concerns you about the resource? Why? (Please be specific)

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Have you read reviews of the work? Yes No If yes, please cite which specific reviews?

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Is there anything else you would like the Director and Trustees to know before reviewing your request?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A standard acknowledgement letter from the Library Director will be provided within 14 business days. The request for reevaluation will be submitted to a committee consisting of the Library Director, a Trustee member, the Central Services Librarian, and if applicable, the supervisor of the department in which the item is shelved. You will be notified of the committee's findings within 60 days by the Library Director. A final appeal may be made to the Library Board of Trustees. Until the final decision is reached, **the materials will remain in circulation in the library's collection.**

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Date Received