**Request for Reconsideration of Library Materials**

Feedback from City of Melville Library members is important, and we ask that you complete the information below to help us assess your request.

Specialised library staff are responsible for developing and maintaining library collections. Selection is made in accordance with the City of Melville Libraries’ Collection Development Guidelines.

Library materials will not be excluded from Melville Libraries on:

* Moral grounds
* Political grounds
* Racial grounds
* Religious grounds

if the material otherwise meets the library’s selection criteria. The perception that a particular item may offend or cause controversy to a person or a group of people is not, of itself, a reason to limit the purchase or provision of access to an item.

Please note, parents and guardians are legally and morally responsible for items borrowed and accessed by children in their care. Every parent and guardian has the right to guide the reading, viewing, listening and playing of their children. This right must be extended to all parents and guardians.

The information you provide in this form will be assessed by the Coordinator Library Services in accordance with City of Melville Libraries’ Collection Development Guidelines.

Please be aware books, resources and authors previously submitted for reconsideration will not be reassessed until new facts have come to light.

Requests for reconsideration will only be accepted from **current members of City of Melville Libraries** and via this form.

**Name of the person making the request:**

**Email address:**

**Melville library membership number:**

How did this resource first come to your attention?

Have you examined/read/listened to or viewed the material in context and in its entirety?

Please list your concerns regarding this material. Please be specific and cite page numbers and/or reference points.

Are you aware of any literary or educational reviews of this material? If so, please provide details.

Please attach any further documentation which is relevant to the reconsideration process.

If you wish to be contacted regarding the outcome of your enquiry, please list your preferred contact details.

Signature:

Date: