

### ***Request for Review of Materials***

A CWMARS cardholder who is a library patron in good standing may request the review of material owned by the library. Materials are judged on the basis of the work as a whole, not on a part taken out of context. The steps for a formal request are as follows:

1. The cardholder will fill out and sign a "Request to Review Library Materials" or submit an equivalent written and signed statement.
2. The document will be forwarded to the Library Director who will review the material against the Selection Criteria and develop a recommendation.
3. This information will be given to the Library Trustees for discussion as a posted agenda item at an upcoming regularly scheduled meeting.
4. The Trustees will discuss the issue in depth and make a formal recommendation.
5. The patron who submitted the request will receive a written response from the Library Trustee Chair or Library Director within 21 days of the Board's decision.

Under Chapter 78, Section 33, of the Massachusetts General Laws: Policy for Selection and Use of Library Materials and Facilities, no employee shall be dismissed for the selection of library materials when the selection is made in good faith and in accordance with the standards of the American Library Association.

**GREENFIELD PUBLIC LIBRARY**

**Request to Review Library Materials**

If you have concerns about specific library material(s), please complete this entire form outlining your concerns as concisely as possible.

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Library Card Number: \_\_\_\_\_

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

Is this an individual request? (circle one)    YES                    NO

Do you represent a group? If so, please specify the group.

\_\_\_\_\_

Material to be considered:

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

Author: \_\_\_\_\_

Format: \_\_\_\_\_

Please answer the following questions concisely; you may also submit a written statement including as much of the following information as possible.

1. How did this item come to your attention?
2. Did you read/finish the entire work? If not, what parts are you commenting on?
3. What are your concerns about this material? Please be specific in citing pages or passages.
4. What do you believe might be the result of others viewing this work?
5. Is there anything worthwhile in this material?
6. Do you have recommendations for other materials to use in place of this?
7. What would you recommend for this material?

Shelf in another area

Remove from the Library

Other (specify): \_\_\_\_\_

Please explain how such an action would improve the library's service to the community:

After completing the questions on this form, please return to the Library Director. The Director will review the request with the Board of Library Trustees as outlined in the Greenfield Public Library Collection Development Policy (a copy is available upon request). The meetings of the Library Trustees are open to the public. Any discussion, recommendations, or votes on this topic will be a matter of public record, including the name and address of the person making the request.

*Anonymous requests will not be considered.*

Approved Board of Library Trustees September 12, 2023, to be reviewed yearly, or as  
needed.