



REQUEST FOR REVIEW OF LIBRARY RESOURCES

Your Name: _____

Your Address: _____

County of Residence: _____

Phone #: _____ Email: _____

Do you have a Fontana Regional Library card? Circle one: Yes No

1. What is the title, author, or identifier of the Fontana Regional Library resource for which you are requesting review?

Title: _____

Author/Director: _____

Other Identifier: _____

2. What about the resource is inconsistent with the Fontana Regional Library's Collection Development Policy? How is it inconsistent? Be specific.

Signature _____ Date _____

Thank you for your interest in our Collection Development Policy.



Formal Complaint

1. If the patron chooses to go forward with a formal complaint, Library staff will provide a packet of information, including the Collection Development Policy and the ***Request for Review of Library Resources*** form. The individual must be a resident of Jackson, Macon, or Swain counties and a full-service library card holder. The patron should put their request in writing by completing the form.
2. Once the completed form is returned to the Library, it is given to the County or Branch Librarian.
3. Library resources under reconsideration are not removed from the collection during the review period.
4. No single Library staff member or Library Board member has the authority to remove the resource under reconsideration.
5. The County Librarian (in conjunction with Branch Librarians, where applicable) will review the completed form and the resource in question to consider whether it meets the criteria stated in this Policy.
6. The County Librarian forwards the written findings and recommended action to the FRL Director.
7. The Director will further review the resource and report a recommendation to the FRL Board of Trustees.
8. The Board of Trustees will recommend an action, either approving or disapproving the Director's recommendation.
9. The decision of the FRL Board of Trustees is final.
10. The Director will notify the patron in writing of the final disposition of their Requests.
11. A title or resource will be reviewed by the Library Board of Trustees only once within a 3-year period unless the content has undergone major revisions or at the discretion of the Library Director or the Library Board of Trustees.