

Waltham Public Library

Request for Reconsideration of Library Materials

Building a balanced collection of carefully selected materials is an essential first step toward meeting the mission and goals of the Waltham Public Library. The [Collection Development Policy](#) is the responsibility of the Trustees, who have delegated to the Library Director the task of implementing the policy.

Occasionally an individual or group may feel strongly about a particular item's inclusion or exclusion from the collection. Formal requests **by Waltham residents with an active library card** for acquisition or removal of specific items should be submitted in writing to the Library Director, using this form/template. The Library Director will refer it with recommendation to the Board of Trustees. **All requests for reconsideration shall be submitted (without patron information) to the American Library Association's Office of Intellectual Freedom.**

Fill out a printed form in [PDF](#) and mail or email a copy to klinehan@minlib.net, Kelly Linehan, Library Director - 735 Main St Waltham 02451

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting: ___ Book (e-book) ___ Movie ___

Magazine ___ Audio Recording ___ Digital Resource ___ Game ___

Newspaper ___ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Library consider?