



195 South Greeley Avenue, Chappaqua, NY 10514
www.chappaqualibrary.org, 914-238-4779

Request for Reconsideration of Materials

The trustees of the Chappaqua Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

For a request for reconsideration to be considered, the form must be completed in full. **The patron submitting the request must be a resident of the Chappaqua Central School District and hold a valid borrower's card.**

Date _____

Name: _____

Address: _____

Phone: _____ Email: _____

Do you represent yourself? 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 _____

Please continue to the next page.



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2. What brought this resource to your attention? _____

3. Have you examined the entire resource? Yes ____ No ____

If not, what sections did you review? Please include page numbers: _____

4. What concerns you about the resource? _____

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

6. What action are you requesting the director consider? _____

Updated: 02/24 (DM)