



# **Collection Development Policy**

## I. Introduction

The Dover Public Library's *Collection Development Policy* serves as a guideline to library staff who purchase items for the Library's collection, and informs the public about the methods through which materials are collected and maintained. While developing the print and electronic resources that are a part of the Library's physical and digital collections, the selectors bear in mind the Library's mission statement: *Building our community*.

Because it is impossible to acquire all print and electronic materials available today, every library must practice some selectivity in its collection development. The regulations that govern the acquisitions process at the Dover Public Library are outlined in this policy.

The Library houses a general collection of reliable materials encompassing broad areas of knowledge. Resources of enduring value and items addressing current issues are included. Working within the context of these broad objectives, library staff consider community demographics and evidence of areas of interest.

When developing the collections of the Dover Public Library, library staff consider the resources of other local organizations and information centers. Items may be obtained through Interlibrary Loan, electronic databases, and the Internet. Library staff will consider purchasing items in new formats as they are developed and demand indicates need.

All collection development tasks are performed with objective and discerning judgment. Each area of the collection is allocated a portion of the Library's materials budget. Usage indicators, cost per item, and the principles outlined in this policy will determine the amount of funds and the number of items purchased for each section. Because the interests and needs of the community may change over time, library staff re-assess this allocation on an annual basis. Therefore, the amount of funds given to a particular portion of the collection may change each fiscal year.

The Library supports the individual's right to access ideas and information representing all points of view and interests. The parent or guardian determines which materials are appropriate for reading and viewing by their children. This decision must be made based on individual family values. The Library does not act *in loco parentis* (in the place of the parent).

Patron suggestions are welcome and appreciated. The Dover Public Library has adopted the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, the *Access to Library Resources and Services for Minors*, and the *Freedom to View Statement*.

## **II. Collection Development Objectives**

- To encourage lifelong learning by providing informational and recreational materials on a broad range of topics to people of all ages.
- To provide resources that meet our community's needs and interests in a timely manner.
- To ensure that each subject area contains materials that are current, accurate, and produced by reliable sources.
- To provide a balance of viewpoints on all subjects.
- To avoid duplication of resources while ensuring wide coverage of topics.
- To participate in the Delaware Library Catalog Consortium.
- To participate in the nation-wide Interlibrary Loan program, which makes it possible to share resources with other libraries across the United States.

## **III. Materials Selection Responsibilities**

The Director, Adult Services library staff, and Youth Services library staff work together to develop policies and procedures for collection development. It is the responsibility of library staff to ensure that appropriate materials are purchased for the Library; in doing so, they make certain that their choices reflect the Collection Development Policy of the Dover Public Library. In addition to purchasing items, library staff weed the collections to keep them current with need and demand, ensure items contain accurate information, ensure that items are in good physical condition, and spend their budgets in a timely and organized manner.

## **IV. Placement of Material**

Several factors determine the placement of materials at the Dover Public Library. Dewey Decimal Classification, which divides material by subject, is used to arrange the various collections. Additionally, specific genre collections may be set up from time to time.

Although the Library is divided into sections such as Children's Services, Adult Services, and Teen Services, patrons of any age may use all parts of the Library. The location of items in the collections is determined by the classification scheme and nature of the subject and topic; professional reviews; age recommendations; and library staff's expertise. It is the responsibility of the parents, not library staff, to monitor Library use and use of its materials by their children.

## **V. Methods for Selection**

Selection is a discerning and interpretive process that involves a general knowledge of the topic and an understanding of the community's needs. Library staff judge an item on the content and style of the work as a whole, not by particular passages. The criteria for selection include, but are not limited to: appropriateness of the item for the collection, number of other materials owned in that subject area, literary merit, enduring value, accuracy, authoritativeness, social significance, patron request, cost, and availability in other local public libraries. Quality and suitability of the format are also considered. Review sources may not be available for all materials that are of an emerging topic and/or popular culture. Selectors will choose materials that build a well-rounded collection, which includes varying viewpoints and opinions.

## **VI. Selection Tools**

Library staff consult a number of resources in selecting items for the collection. These resources include, but are not limited to: professional journals, trade publications, reputable Internet sites, subject bibliographies, and publishers' promotional material. Library staff welcome suggestions from patrons. These requests provide library staff with useful information about interests or needs that may not be adequately met by the existing collection. Library staff will use the decision-making process described above when considering whether to purchase items suggested by patrons.

## **VII. Standing Orders**

Items that are updated annually or every few years may be placed on standing order so that new editions are automatically received by the Library. The list of these materials is reviewed by library staff on a periodic basis.

## **VIII. Materials Format**

Materials are purchased in the most appropriate format for Library use. It is the responsibility of the Dover Public Library to meet the varied needs and interests of a broad public audience. Therefore, the Library does not purchase textbooks and other scholarly material.

The majority of the resources that are housed within the Dover Public Library are unabridged, or complete in their entirety.

Materials development is constantly evolving and library staff study trends and patron demands when considering developing new collections.

## **IX. Periodicals**

Periodicals such as magazines and newspapers are collected using the same methods of selection identified above. Priority is given to newspapers of local interest and those of national renown. Magazine subscriptions are renewed annually after a review of patron demand and circulation statistics. Back issues of magazines are held for one year. The Library only holds the previous month and the current month's editions of each newspaper in the collection.

## **X. Gifts and Donations**

Gifts are accepted with the understanding that they become the property of the Dover Public Library, to do with as the Library sees fit. Most materials are given directly to the Friends of the Dover Public Library (FOL). The FOL has an ongoing sale and the proceeds of this sale directly benefit the library.

At times, donated items are selected for addition to the collection (ex: If a fresh edition of a popular book is donated, it may be used to replace an older edition). Occasionally, donated items are distributed at the Little Free Libraries throughout the city.

Some offerings may be declined, including:

- Mildewed/damaged items
- Runs of magazines
- Material that is outdated, such as textbooks or sets of encyclopedias

Items of local interest may be accepted into the collection, with the understanding that the Dover Public Library does not have a rare book collection.

According to U.S. tax regulations, the library, as the recipient, cannot appraise gifts for tax purposes. It is the responsibility of the donor to keep appropriate records of items donated. A receipt acknowledging that a donation has been made is available upon request.

## **XI. Evaluation of the Collection**

To be certain that the Library is fulfilling its mission to provide current, accurate, and reliable materials to the public, library staff must continuously evaluate the collection. Resources such as circulation reports, collection turnover rates, fill rates, shelf allotments, volume counts, customer requests, and community surveys are studied to determine how the collection is being used and how it should change to meet customers' needs. The collection is checked against standard bibliographic tools and subject specialty catalogs. Selectors examine the physical condition and frequency of use of items in the collection. Through ongoing quantitative and qualitative methods, the Director and library staff monitor the collection to ensure that it is serving the public.

## **XII. Weeding of Materials**

The *Collection Development Policy* serves as a guide for weeding and maintaining the collection as well as for the selection of material. Library staff may remove titles from the collection through systematic weeding or because items have been damaged. Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors which library staff must consider when deciding whether to discard an item include the number of copies of a title that the Library owns, the last circulation date, the availability of newer material on the subject, the importance of the work in its field, and its cost.

Systematic weeding of the collection is required of every selector. This process enables the Library to serve patrons' needs, to ensure the currency and accuracy of the collection, and to create space for newer material. Weeding identifies damaged items, obsolete sources, ephemeral material that is no longer used, and extra copies which are not circulating. Weeding also enables the selector to evaluate the collection by identifying areas where additional material is needed, older editions that need to be updated, and subjects, titles, or authors that are no longer of interest to the community.

## **XIII. Reconsideration of Library Material**

The Dover Public Library endorses the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, the *Freedom to View Statement* and the *Access to Library Resources and Services for Minors*. Copies of these documents are attached to this Policy.

It is the mission of the Dover Public Library to provide information on a broad range of topics to people of all ages. To fulfill this obligation, the Library collects material reflecting different points of view. The Library does not endorse particular beliefs, ideas, or viewpoints; the selection of an item does not imply endorsements of the viewpoints of the author. Materials will not be sequestered on the basis of their contents.

Under no circumstances can the Dover Public Library satisfy the needs and desires of one group at the expense of another. The Library does not act as an agent for or against a particular issue but maintains its position as a free channel of communication. The disapproval of an item by an individual or group could be the means of denying access to that item to other individuals in the community.

Patrons are encouraged to express their opinions of the contents of the Library's collection. These recommendations often provide library staff with information about areas of the collection that may not adequately fulfill the needs of the community. Although the Library welcomes the suggestions of its users, it will be governed by the *Collection Development Policy* when deciding whether to add or delete an item from the collection.

Patrons who request the reconsideration of library material must complete and sign the *Request for Reconsideration of Library Material* form. A copy of that document is attached to this Policy. Provided that this form includes the name and telephone number of the individual(s) making the request, it will be forwarded to the Library Director.

Upon receipt of a formal written request, the Director will obtain information from the selector regarding the decision for ordering the material in question. In order to understand the importance of the item to the subject area, the Director may consult with outside professionals in the field.

After studying the information provided by the selector, the Director will convene a committee composed of the Director, the Assistant Director, the Head of Youth Services, the Head of Adult Services, the Head of Circulation Services, and the Head of Technical Services to review the complaint received. The final decision about the complaint will rest with the Library Director. The Director will respond in writing to the person who initiated the request for reconsideration to relay the decision that has been made about the item(s) in question.

## **APPENDIX I.**

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

**Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.**



## APPENDIX II.

### THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to

read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by the American Library Association and the Association of American Publishers.

Subsequently endorsed by:

American Association of University Professors  
American Booksellers Foundation for Free Expression  
American Society of Journalists and Authors  
American Society of Newspaper Editors  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses  
Center for Democracy & Technology  
Children's Book Council  
Electronic Frontier Foundation  
Feminists for Free Expression  
Freedom to Read Foundation  
International Reading Association  
The Media Institute  
National Coalition Against Censorship  
National PTA  
Parents, Families and Friends of Lesbians and Gays  
People for the American Way  
Student Press Law Center  
Thomas Jefferson Center for the Protection of Free Expression

## APPENDIX III.

### FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expressions. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed by the ALA Council January 10, 1990**

## APPENDIX IV.

### **Access to Library Resources and Services for Minors** an Interpretation of the *Library Bill of Rights*

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.<sup>(1)</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>(2)</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies

cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

*Note*

1. See *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011): The Freedom to Read Foundation joined an amicus brief in this case which ruled “a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium.. And ‘the basic principles of freedom of speech . . . do not vary’ with a new and different communication medium.”

2. See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

**Adopted June 30, 1972, by the ALA Council;  
amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008.**

## APPENDIX V.

### REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

It is the mission of the Dover Public Library to serve all residents of our community. As a public library, we serve people from all walks of life and with a variety of backgrounds, viewpoints and tastes. Materials for the informational, educational and recreational needs of members of the community are selected by librarians to meet these diverse needs. The Dover Public Library has adopted a *Collection Development Policy*, the American Library Association's *Bill of Rights*, the *Freedom to Read*, the *Freedom to View*, and the *Access to Library Resources and Services for Minors* statements. The right to read and view is protected by the First Amendment of the Constitution of the United States of America and is central to a democratic society. The Dover Public Library supports the belief that the right to read and the right to free access to library collections for persons of all ages are essential to all individuals' freedom of thought and learning.

Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Title of book or other material you would like reconsidered:

\_\_\_\_\_

Did you read (or view) the entire book or parts of the book?

\_\_\_\_\_

Why would you like the Library to reconsider this title?

What action would you like the Library to consider?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed forms to Library Director  
35 Loockerman Plaza, Dover, DE 19901  
**Anonymous forms will not be considered.**