

Personal Information	
Name	
Address	
Phone	
Email	
Library Card #	
Organization you represent	
Item Information	
Format (Book, DVD, CD, etc.)	
Title	
Author	
Publisher/Producer	
Request Information	
What brought this title to your attention?	
Did you read, view, or listen to the entire work? If not, which sections did you review?	
Please describe your concerns regarding this material.	
What specific pages/sections illustrate your concerns?	
Do you find anything of value or useful about this material?	
What would you recommend instead of this item?	
What action would you like the library to take with this item?	

Signature _____

Date _____

Schertz Public Library
Request to Re-Evaluate Library Materials

If you have an opinion or concern about the inclusion of a specific item in the Library's collection, the Library will re-evaluate the selection or placement of that item in its collection upon submission of this completed *Request for Re-Evaluation of Library Materials* form. Forms will be accepted from adult cardholders who are residents of the Library's legal service area and who have read, viewed, or listened to the material in its entirety. You can return the form to the Library through mail, email, fax, or at one of the point-of-service desks.

The completed form, including rationale for re-evaluation and requested action, will be forwarded to the librarian responsible for collection development in the area in which the item is housed. The librarian will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the Library's collection. The librarian will consult with the library director and a decision will be made regarding the retention or placement of the item. Once a decision has been made regarding the retention or placement of the item, you will be notified of the decision and the reasons for it.

If you are dissatisfied with the resolution, you may appeal to the Library Advisory Board. A review committee will be called from members of the Library Advisory Board, and they will reconsider the decision based on whether or not the particular item conforms to the Library's Collection Development policy. The Library Advisory Board's decision is final.

Materials will remain in circulation during this procedure. Individual titles will not be re-evaluated more than once per year.

The process outlined above is for materials purchased by and housed at the Schertz Public Library. Any objections to materials owned by a consortium will be addressed at that level according to the consortium's policies.

Contact Information

Schertz Public Library
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Schertz, TX 78154
librarian@schertz.com
210-619-1700
210-619-1711 (FAX)