

The Palisades Free Library

Request for Consideration of Library Material Inclusion in the Collection

Patron Requests

We will purchase any print book requested by a Palisades Free Library cardholder provided the book costs less than \$75 and is not a textbook. We may limit an individual's annual requests to \$300 worth of print books. Books purchased by request are subject to the same deselection criteria and are not guaranteed to remain a part of the collection indefinitely.

We will try to accommodate ebook requests but because of the high interest in ebook acquisitions we will prioritize ebooks with a higher number of holds by local users and books not already in the system. We will also evaluate the requested purchase based on the limitations placed on circulation by the publisher's licensing agreements. We also may limit an individual's annual ebook requests to \$300.

Gifts

Gifts to the Library collection are subject to the same criteria as new purchases. Books donated to the Library may be added to the collection or may be sold, given away, or destroyed based on condition and appropriateness for the collection. The Library will not accept donations that come with demands for placement in the collection, display, or retention.

This Form

This form is for requests to include in the collection materials other than books or books that have been declined by library staff. The form must be fully completed and submitted to the library director in order for an item to be considered. Materials will not be included solely as a result of pressure or demand. The library director, subject specialist librarian, and an independent staff member from the Ramapo Catskill Library System will be appointed and charged with considering the request, researching critical response to the material, and making a recommendation within 30 days of receipt of this form. The library director will notify the patron in writing of the decision made.

The patron may appeal the decision by appearing before the Library Board of Trustees at the next scheduled meeting, whereupon the Board of Trustees will make the final decision regarding the status of the material. Materials will not be added to the collection while this request is being considered.

Submit completed form to:
Library Director
Palisades Free Library
19 Closter Road
Palisades, NY 10964

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Date of Request _____

Request Initiated by _____

Signature _____

Address _____

Telephone _____

Complainant represents:

___ him/herself

___ organization (specify name)

Material Format: ___ Book ___ Video ___ Audio ___ other

(specify other) _____

Author/Artist/Director: _____

Title: _____

Publisher/Producer: _____

Publication Date: _____

1. Did you read/view/listen to the entire item?

3. What do you believe is the theme or purpose of this material?

4. What do you feel might be the result of reading/viewing/hearing this material?

5. Are you aware of the judgment of this material by critics?

6. Is your interest in adding this material based upon personal experience to it or reports you have heard or read?

8. What alternative book/video/audio recording of equal quality do you recommend that will convey a similar perspective?
