



MVLS Forms & Procedures

Form Title: Request for Reconsideration of Library Materials

Policy/Guideline #: 4.3

Library materials owned or maintained by the Mohawk Valley Library System are selected and retained according to the approved MVLS Library Collection policies and guidelines, which are available on the MVLS web site. These guidelines establish procedures for requesting reconsideration of library materials. Reviewing the policies and guidelines and completing this form are the first steps in the reconsideration process. The completed form should be forwarded to the Executive Director of the Mohawk Valley Library System, 858 Duanesburg Rd., Schenectady, NY 12306.

Individual filing the request for reconsideration

Name: _____

Address: _____

Phone: _____ Email: _____

Please identify any organization that you are representing: _____

Resource on which you are commenting

Title: _____

Author/Producer: _____

Library Call #: _____ Format(book, audio, DVD, etc.): _____

Did you examine the resource in its entirety? _____

Please identify your specific concern