

WHITEFISH BAY PUBLIC LIBRARY
Material Consideration Form

Requester information

Name	
Address	
Telephone	
Email	
Library Card #	

Title	
Author	
ISBN	
Type of material	Book: Regular Print Large Print Audio CD Film: DVD Blu-Ray Music: CD Other:

Are you requesting:

- ☐ Purchase of new material
- ☐ Review of current material

Request Purchase of New Material

Reason for requesting purchase of this materials?

Do you want this item placed on hold for you? Yes No

Request Review of Current Material

Per the Material Consideration Policy, the item must have been read/viewed/listened to in its entirety.

Have you read/viewed/listened to the material in its entirety? Yes No

Reason for request for consideration of removal or reclassification?

- ☐ Out of date or inaccurate information (give examples with page numbers)
- ☐ Viewpoint (give examples with page numbers)
- ☐ Wear and tear; item in poor condition (give examples with page numbers)
- ☐ Other (give examples with page numbers)

Action you would like taken?

- ☐ Removal from collection
- ☐ Reclassification to another area
- ☐ Other

If more space is needed, attach letter.

Requester Signature: _____ Date: _____

Decision: _____

Library Director Name: _____

Library Director Signature: _____ Date: _____