



## **Hayward Public Library**

### **Request for Reconsideration of Library Materials**

Hayward Public Library selects material with great care, using established criteria and giving full consideration to the varying age groups as well as differing education and cultural backgrounds of customers the Library serves. The selection criteria are described in the Collection Development Statement, which is available on the Library's website.

- Hayward Public Library cardholders may request that an item in the library's collections be reviewed.
- A title will be reviewed only once within a three-year period, unless the content has undergone major revisions.
- Patrons seeking reconsideration must be Hayward Public Library cardholders residing within the City of Hayward.
- Please return this form to any customer service desk or email to [clio.hathaway@hayward-ca.gov](mailto:clio.hathaway@hayward-ca.gov). We will typically contact you within 30 days.

**Date:**

**Your Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

**Do you represent (select one)**

**Yourself**  
 **An organization (name)**  
 **Other group (name)**

**Type of Material (Select One):**

**Book**  **DVD**  **Magazine**  **Newspaper**  **Database/Electronic**  **Other**

**Author/Producer:**

**Title:**

**Did you read, listen, or view the entire work?  Yes     No**



**To what in the work do you object? Please be specific (cite pages)**

**What adverse effects do you feel might result from this work?**

**What do you believe to be the theme of this work?**

**Have you consulted formal reviews by literary critics on this work?**

**What would you like the library to do about this work?**

**Can you suggest other resources that may provide additional information and/or other viewpoints on this topic?**

Your request will be reviewed by the Library Director and the Collection Development Manager. They will contact you within 30 days with the library's decision regarding the material.

