

Universal City Public Library Request for Re-evaluation of Library Materials

The process outlined below is for materials purchased by and housed at the Universal City Public Library. Any opinions or concerns for materials not owned, such as those owned by a consortium or other entity, will not be considered.

The Universal City Public Library fully endorses patron's freedom of choice in selection and access to materials. The library upholds the right of the individual to access information, even though its contents may be controversial, unorthodox, or unconventional. The library recognizes that some materials are controversial and that any given item may offend some patrons. If you have an opinion or a concern about a specific item in the library's collection, Library policy requires 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 (a resident of the incorporated City of Universal City) who holds an active library card and who have read, viewed, or listened to the material in its entirety. You can return the form to the library through mail, email, or at the main circulation desk. The entire form must be completed to be considered.

Upon receipt of the properly completed form, it will be forwarded to the librarian responsible for collection development in that area. The librarian will consider the request in a timely fashion, reviewing the questioned material in its entirety and conduct the necessary research in order to re-evaluate the items 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, the patron who submitted the Request for Re-Evaluation of Library Materials form will be notified of the decision and the reasons for it.

If there are other concerns with this decision, then a written appeal may be made to the Library Advisory Committee. No materials will be removed or relocated prior to the conclusion of this procedure. Individual titles will not be re-evaluated more than once a year.

Contact Information:

Universal City Public Library
100 Northview Dr.
Universal City, TX 78148
librarian@uctx.gov

Request for Re-Evaluation of Library Materials
***Entire form must be completed to be considered.**

Patron Information	
Name	
Address	
Phone Number	
Email	
Library Card #	
Organization you represent	
Material Information	
Title	
Author	
Publisher/ Producer	
Material Format (book, DVD, etc.)	
Request Information	
Specifically, to what do you object? Please cite pages.	
Did you read the entire book or examine the entire item? (If not all, state which parts were read or viewed.)	
What do you feel might be the result of reading, hearing or seeing this material?	
Are you aware of the judgment of this material by professional critics? Have you read a review of this material?	
What do you believe is the theme of this book or material? For what age group would you recommend this material?	
What material of equal literary value would you recommend to replace this book / material that would provide the same perspective and quality of information about this subject?	
What would you like to have your library do about this material?	