**Harlem Public Library**

**Harlem, Montana**

**Collection Management Policy**

**Revised and Updated 2020**

**Mission Statement**

The Harlem Pubic Library provides people of all ages a welcoming environment, offering a variety of resources for enjoyment, life-long learning, enrichment and inspiration.

**Purpose of the Policy**

The Collection Management Policy guides library staff in establishing goals and priorities in selecting resources and materials, evaluating the collection, and maintaining the collection’s currency, relevancy, and usefulness to the library users. The policy serves to aid the library staff in making the best use of financial resources to meet the needs of the population it serves.

This document directs the Library Board of Trustees, library staff, and patrons to abide by the purposes and mission of the Harlem Public Library. It serves to explain the motivation behind selection/deselection decisions if the purpose or quality of the collection comes into question with the public or governing authorities.

**Community Profile**

The Harlem Public Library is located in Harlem, Montana. It serves the residents of Blaine County, especially east Blaine County, including the communities of Harlem, Turner, Hogeland, Fort Belknap Indian Reservation, North Harlem Hutterite Colony and Turner Hutterite Colony with a combined population of 3,270. A large diversity of cultures exists in the library service area.

East Blaine County relies mainly on agriculture as its economic base. However, a large number of people are employed on the Fort Belknap Reservation for the Bureau of Indian Affairs, Aaniiih Nakoda College, Indian Health Services, and tribal offices. The educational systems and retail businesses are also resources of employment.

**User Groups**

The Harlem Public Library user groups include families with young children, especially preschool and elementary age, who use the library to check out reading materials and movies, to attend programs for children, and to use the children’s playspace. Children also use the tablets and computers.

Young adults to senior citizens use the library primarily to check out books and movies. A large number of patrons also use the Internet and free Wi-Fi for research, employment seeking, social media, and entertainment.

Community members who attend the programming at the library are mainly middle-aged to senior citizens, depending on the topic.

**Statistical Data**\* Will update following 2020 Census

Harlem Turner Ft. Belknap Agency Hays Lodge Pole Blaine Co.

Population Total 808 61 1,293 843 265 6,491

Median Age 36.6 48.3 23.2 25.7 21.3 35.1

Under 5 years 80 2 147 88 33 575

5-19 years 166 15 413 264 91 1,573

20-44 years 234 9 405 245 76 1,742

45-64 years 191 22 271 186 51 1,724

Over 65 years 137 13 57 60 14 877

Gender:

Male 366 34 648 425 131 3,248

Female 442 27 645 418 134 3,243

Race:

White 340 56 27 43 7 3,130

Black 0 0 1 2 0 7

American Indian 422 0 1,249 786 257 3,208

Other 3 0 16 12 1 146

Median Annual

Income 34,397 32,917 26,447 27,273 37,813 38,721

Percent Below 33.9 19.2 38.1 42.6 33.7 27.8

Poverty Level

\*U.S. 2010 Census

**Description of Patron Needs**

The Harlem Public Library offers a broad spectrum of materials. There is an extensive adult and young adult fiction collection, including current titles. The nonfiction adult section includes, but is not limited to: health and wellness, hobbies and crafts, science topics, religious and inspirational works, history, poetry, and biographies.

The Montana Collection includes fiction by Montana authors and novels set in Montana. Included in this collection are Montana biographies and a large number of Montana nonfiction titles, including local and state history.

Because of the large Native American population in the library service area, materials are purchased that focus on native history and culture.

The children’s collection is the most highly used section of the library, especially the picture books and juvenile nonfiction section.

The library does not seek to provide a large reference section, as most research is now Internet-based. It is not financially prudent to spend money on areas that are not used. The library also does not include textbooks or instructional manuals as a rule. The reserve collection is stored in the office at present. Reference and reserve materials may be used only in the library.

The DVD section is highly used. The library also provides audio books on CD.

The periodical area includes magazines and newspapers for patron use. Magazines may be checked out, newspapers may not.

Patrons may request materials from other libraries through interlibrary loans using OCLC World Share. A two dollar deposit is required for each request and is returned when the materials are picked up and returned on time.

Connecting with the public is accomplished through the website, Facebook, and the weekly column in the local newspaper. The library also informs the public of activities and programs through radio public service announcements and flyers. The library catalog is available online.

Analytics of website and Facebook usage is collected monthly.

The Harlem Pubic Library has been a member of the Montana Shared Catalog since 2010.

Library patrons who wish to use MontanaLibrary2Go for e-books and audio books, may do so by downloading the Overdrive app or Libby app and using their Harlem Library card number. Monthly analytics are collected on Montana Library2Go usage.

The friendly and knowledgeable staff seeks to meet the varied and diverse needs of our patrons.

Free and open access for every person in our service area is guaranteed. The library is handicapped accessible, with a public restroom that includes a baby changing table; a reading room with comfortable seating, a coffee bar, and water cooler; a meeting room that is available for groups, clubs, and organizations to use during or after library hours; and a teen area with a cozy couch near the young adult section. The children’s playspace includes puzzles, puppets, wooden blocks and building sets, as well as other toys.

The library has free high-speed Internet and Wi-Fi, with four patron desktop computers, two laptops, and three tablets for in-house use. A wireless printer is available to print from the desktops. There are earbuds, headphones, and phone chargers to check out to be used in the library. We also have two charging stations. The library has a SmartTV with a computer for use during programs, presentations, and trainings.

The library has a color copier/printer, FAX machine, and scanner for public use. Copies are .20¢ per page; color copies and faxes are $1.00 per page. People may have materials laminated at $1.00 per page. A microfilm reader is available.

**Types of Programming**

The library offers a variety of programs on a variety of topics to meet the needs and interests of the population. It is the goal to provide programs that appeal to various age groups, genders, and cultures.

Children’s programming includes Storytime, After School Squad, Lego Club, and Summer Reading Program. Programs for adults include a weekly Book Club discussion group. The library offers a variety of informational and entertaining programs by local experts. Trainings/workshops are provided on technology when possible. Speakers from Humanities Montana have given presentations. Programs have been presented in collaboration with other entities such as the Senior Citizen Center and the City of Harlem.

Patron recommendations and input from surveys are taken into consideration when purchasing materials or planning programs.

**General Description of the Collection**

The collection currently contains 15,564 items. The main areas of the collection are divided into adult fiction and nonfiction, children’s section, young adult titles, Montana Collection, DVDs, audio books on CD, periodicals, reference, and reserves.

Adult Items:

There are 5,672 items in the adult fiction section. This includes general fiction, mystery paperback, romance, science fiction/horror, large print, and westerns. Adult nonfiction including oversized books, story collection, biographies, and general nonfiction contains 3,556 items. In the CD collection, which contains audio books and some music CDs, there are 214 items.

The Montana Collection contains 712 items including fiction, nonfiction, and biographies.

Children, Juvenile and Young Adult Items:

The children’s collection consists of 119 board books, 1,282 easy picture books, 475 early readers and easy chapter books with a total of 1,876 items.

The juvenile section contains 2,074 items: 835 fiction books, 1,131 nonfiction books, and 108 oversized volumes.

The young adult section holds 506 fiction items.

The library has 597 movies on DVD. The reserves and reference sections include 207 items. The library subscribes to 3 newspapers and 37 magazines.

The average year of publication for the collection is 1992.\* See chart.

**Interlibrary Loan and Cooperative Collection Management**

Through interlibrary loan, Harlem Public Library patrons are able to borrow items that are not in the library’s collection from other libraries. Patrons must pay a two dollar deposit on requested items, which is returned if the items are picked up and returned on time. The patron must be a library cardholder and be in good standing. The Harlem Public Library also loans items upon request to other libraries through interlibrary loan. It is library policy not to loan new items, DVDs, or CDs, Registered users from the Hi-Line sharing group (Havre-Hill County, Blaine County, Big Sandy, Liberty County, and Harlem Public) are able to use their library card at any of those libraries if they are in good standing at all the libraries. The Harlem Library owns 18 book club kits which are loaned to other libraries using the ILL system.

**Collection Responsibilities and Selection Procedures**

The Harlem Public Library Board of Trustees has final authority for the determination of policy in the selection and acquisition of library materials. The library director and assistant director are responsible for the selection of materials. The library director purchases materials for the library using a variety of review sources to determine suitability for the collection. A lease agreement with Brodart/McNaughton is used to purchase a portion of the new releases of adult fiction and nonfiction. Customer suggestions are taken into consideration. The library’s policy is to purchase, within budget limitations, the materials which satisfy patron needs, using the following criteria:

* Permanence or timely value
* Clear presentation and readability
* Social significance
* Importance of subject matter to collection
* Author’s reputation and significance as a writer
* Publisher’s reputation
* Fair presentation of both sides of controversial issues
* Avoidance of what is trivial, deliberately distorted, or offensive
* Reflection of community standards
* Patron’s requests
* Cost

The following resources are used to determine if materials are suitable for the collection:

1. Professional Journals
   1. *Library Journal*
   2. *Booklist*
2. Internet
   1. Amazon
   2. Brodart/McNaughton
   3. Good Reads
   4. Western Writers of America
   5. Teen Reads
   6. American Indians in Children’s Literature
   7. Bookreporter.com
   8. The Show Me Librarian
   9. Programming Librarian
   10. I Love Libraries
   11. Orderofbooks.com
   12. Pinterest
   13. Junior Library Guild
3. Expert Recommendations
   1. Webinars
   2. Workshops and conferences
   3. Colleagues
4. Staff and Patron Suggestions
5. Award Winners
   1. Newbery Award
   2. Caldecott Award
   3. Young Reader’s Choice Award
   4. Pulitzer and Nobel Prizes

The Harlem Public Library abides by the American Library Association Bill of Rights and the Freedom to Read Statement, as well at the Freedom to View Statement. Copies of these are included in the appendix to the policy.

**Formats**

The Harlem Pubic Library collection contains materials in the following formats:

Books- regular and large print; hardback and paperback; oversize and boardbooks

Periodicals-newspapers, magazines, pamphlets, newsletters, and catalogs

Maps

Microfilm

Audio Books

Music CDs

DVDs

Digital materials

**Multiple Copies**

The Harlem Public Library rarely purchases multiple copies because of space and funding limitations. Some multiple copies are a result of donations.

**Languages**

Most of the materials are acquired in English. The library has a small collection of children’s books in both English and the native Aanniiih and Nakoda languages.

**Special Collections**

The library maintains a collection of the Harlem News/Blaine County Journal from 1896-2015on microfilm. There are some historically and culturally relevant materials on reserve in the office.

**Funding for the Collection**

The Harlem Public Library receives the majority of its funding from Blaine County’s general fund through taxes. Some financial support comes from the State of Montana and Montana State Library federation monies. The library occasionally receives money from individuals and organizations as memorials or donations. This money is placed in a special memorial fund used to purchase selected items for the library. The Friends of the Harlem Public Library is a 501c(3) nonprofit organization that regularly fundraises to purchase items on the library wish list or to support projects. The library applies for grants to assist in attaining materials and equipment.

**Collection Maintenance**

The Harlem Public Library strives to maintain a collection that is relevant, diverse, and dynamic.

The library staff continually reviews and evaluates materials to determine if they meet the goals of the collection policy, the needs of the community, and the library mission statement.

The library collection is inventoried bi-annually. Titles that are missing are replaced if it they are determined to be vital to the collection. Funding does not permit all missing items to be replaced.

Local histories are collected. Works written by local authors are selected if they meet the guidelines for inclusion. Rare items and historically and culturally relevant out-of-print materials are kept in the reserve collection. Items that are in need of repair are repaired on sight if possible or sent to the bindery.

Back issues of the local Blaine County Journal newspapers are kept until they are archived on Microfilm by the Montana Historical Society. Issues are microfilmed as funds and MHS staff time allows. Currently, the library has issues microfilmed through 2015.

Back issues of magazines are kept for one year due to lack of storage space. Popular magazines older than one year are then put on sale with two or three copies in a bundle. The Great Falls Tribune and Havre Daily News are kept for approximately two months, and then discarded.

The reference collection has been downsized with relevant items moved to circulation to provide better access to patrons. The library recognizes that reference information is available online and this format provides both relevancy and ease of access that cannot be matched by print sources. The reference collection will be updated and weeded every three years.

The library staff will make repairs on materials as needed. Items that are not able to be repaired are replaced if the staff feels they meet the selection standards and user demand.

The DVD/CD collections are cleaned and repaired twice per year. Patrons wishing to have personal DVDs or CDs cleaned/repaired may request the library to provide this service at a cost of $1.00 per disk.

**Patron and Collection Development**

Requests

1. Suggestions or requests for titles by patrons are taken into consideration when purchasing materials for the collection. Not every request can be granted.
2. Patrons are encouraged to access materials using Interlibrary Loan and MontanaLibrary2Go. If the material is deemed appropriate to the collection and has considerable demand, the library will purchase it.

Gifts and Donations

1. The Harlem Public Library accepts gifts and donations and views them as a source of enriching and enlarging the collection. The library director makes the decision to accept or decline donated items. Donations, memorials, and gifts must fit the following guidelines:

* Donations of monetary gifts are encouraged. Monetary donations for specific books or materials will be accepted if the requested materials meet the standards and criteria of the collection policy. Monetary donations for equipment or services must be approved by the library director and/or library board of trustees; and these requests must be in accordance with library policy and the long-range plan.
* Memorials will be accepted. If a specific title, type of material, equipment, or furnishing is requested the library will attempt to accommodate the request. If the request does not meet the policies and plans of the library an alternative will be suggested to the donating individual(s) for their approval.
* The library accepts donations of used books and DVDs. These will be added to the collection if they are in good condition and meet the selection criteria. If the library already owns copies of the donated items, the item in better condition will be kept. Items that cannot be added to the collection are kept for the on-going used book sale or disposed of. Patrons are made aware of the library procedure when donations are offered. The library does not accept donations of used magazines.
* Donors may request a receipt for the number and types of items received. No monetary values will be designated.
* All memorials and donated items will be kept in the collection until such a time as they meet the requirements for deselection.

Challenges

1. If a patron(s) objects to library materials, they will be asked to complete a Request for Review of Material Form. The form must be fully completed and signed for the objection to be considered. A copy of this form is included in the appendix to the policy.
2. The citizen must be a current Harlem Public Library cardholder in good standing and be at least 18 years old.
3. The material under consideration will not be removed during the review process.
4. Reconsideration will not occur if the material has been reconsidered within the last three years.
5. Action will be taken at the next regularly scheduled meeting of the Harlem Public Library Board of Trustees when a decision will be made to remove or retain the material in the collection.
6. The board will make the final decision concerning the retention or removal of the material under consideration in accordance with the Collection Management Policy. Notification of the decision will be given to the patron(s) in writing.
7. The Harlem Public Library does not restrict access to material or information in any way. Staff members will not monitor the use of library materials.
8. Registered users under the age of 18 have the right to select their own materials for checkout. If parents/guardians wish to restrict the type of materials their child checks out; they must complete and sign a form stating the restrictions. A note will be placed in the child’s record stating the restrictions.
9. The Harlem Public Library abides by the First Amendment to the Constitution of the United States and the American Library Association’s Library Bill of Rights, Freedom to Read Statement, and the Freedom to View Statement.

These are included in the appendix to the policy.

**Collection Weeding/Deselection**

Items that do not meet the goals of the library or that are no longer of use or interest to the library’s patrons will be deselected or weeded from the collection. Weeding is necessary for a healthy library for the following reasons:

* To save space.
* To improve access; materials that are organized and available make is easier for users to find what they need.
* To save money; maintaining unused materials requires staff time and care.
* To make room for new materials.
* To make the library more aesthetically pleasing and welcoming.
* To enhance to collection for reputability, currency, and diversity.

Guidelines for deselecting items from the collection include the CREW (Continuous Review, Evaluation, and Weeding) Manual and weeding guidelines from the Montana State Library. Eight general guidelines are followed:

1. Use or lack of use
2. Physical condition
3. Duplication or redundancy
4. Superseded
5. Age
6. Historical Perspective
7. Inappropriate
8. Mistake

Withdrawn materials are sold in on-going used book sale or disposed of.

**Procedures for weeding/deselection of collection:**

**Adult Fiction: Basic Level** (Weeded annually)

The adult fiction section is weeded at least annually to make room for new materials. Titles are deselected on the basis of lack of use and physical condition. The newest acquisitions are placed on the “New Books” shelf from one to two years when they are then shelved with the general adult fiction. The library attempts to obtain all installments in series if possible.

The adult paperback collections include a mystery section, romance section and general fiction such as thrillers. These are weeded as room is needed. New romance paperbacks are purchased as funds allow. No new paperback mysteries or general fiction are purchased unless the title is unavailable in hardback. The library does receive donations that we catalog if the titles fit the scope of the collection policy.

**Children’s Fiction: Basic Level** (Weeded 2020)

The easy picture books are weeded every three years. The criteria for weeding primarily are based on condition of materials. The juvenile fiction is weeded annually. The library collects a minimal amount of graphic novels that are shelved with the other juvenile fiction and marked with special spine labels. Books that are considered out of date, biased, stereotypical, or no longer of interest are deselected. Classics, perennial favorites, and individual volumes of sets are replaced if possible. Caldecott and Newbery Medal winners are added annually. The library applies for the Pilcrow Foundation Grant every three years to assist with acquisition of titles in this area.

**Juvenile Nonfiction: Basic Level** (Weeded2020)

The library has an adequate collection of nonfiction titles in the juvenile area. However, this area needs to be updated. It is the focus to acquire relevant titles to improve this section. Evaluation is done every three years.

**Young Adult Fiction: Basic Level** (Weeded annually)

The criteria for weeding are age, lack of use, physical condition, and inappropriateness due to bias or stereotyping. The library has a subscription for young adult novels with Junior Library Guild, which ships a new release title monthly. The Young Adult collection is extensive.

**Large Print Collection: Minimal Level** (Weeded 2018)

The large print collection is small. It is evaluated every three years. There is not a large demand for large print items and due to their expense few titles are purchased. The library has information available to patrons who wish to use the Montana Talking Book Library services through the Montana State Library.

**Reference Collection: Basic Level** (Weeded 2018)

Reference items are rarely purchased due to expense and patron use of online sources. These books will be evaluated every three years.

**Western: Basic Level** (Weeded 2018)

The collection is made up of both hard and paperback copies. New titles are added regularly. This collection will be evaluated every three years.

**Science Fiction: Basic Level** (Weeded 2018)

This collection contains science fiction as well as some horror and fantasy titles. This section is not heavily used. It will be evaluated every three years. It is the library’s intent to improve this collection through the purchase of recent titles.

**Montana Collection: Basic Level** (Weeded 2018)

The Montana Collection contains both fiction and nonfiction books. There are a large number of nonfiction titles including Montana history, local history, Native American selections,informational works on geography, travel, flora and fauna, etc. as well as biographical works. The poetry section includes poems by poets from across the state and particularly local poets.

The fiction section contains novels written by Montana authors and works with Montana as the setting. The Montana Collection is evaluated every three years mostly for condition and if a work is superseded by more current information. Titles are rarely weeded from this collection.

There are some historically and culturally significant titles that are kept on reserve in the library office.

**DVDs: Basic Level** (Weeded annually)

The DVD collection is popular with patrons. The selections are mostly for entertainment, although nonfiction movies and documentaries make up a small portion, including “The Back Roads of Montana” that are sent to the library at no cost. The movies are weeded primarily due to condition issues and lack of use. The discs are cleaned and repaired once or twice annually when deselection takes place. Many DVDs have been donated and added to the collection according to the acquisition policies. Patrons are allowed to check out two movies at a time for one week.

**Audio Collection: Basic Level** (Weeded 2018)

Audio books are collected in CD format only. Audio book discs are cleaned and repaired once or twice annually. Registered users have access to free audio books through MontanaLibrary2Go. This collection is evaluated every 5 years.

**Adult Nonfiction: Basic Level**

*000 Generalities-Minimal Level*

*Weeded in* 2016  *Evaluated every 5 years*

Almanacs updated annually. Atlases were updated in 2017 and 2019 and are evaluated every 5 years.

The library has disposed of the encyclopedia sets. It currently subscribes to World Book Online.

*100 Philosophy-Basic Level*

*Weeded in 2016 Evaluated every 5 years*

The library holds an adequate collection of books in this collection. The most popular are self-help and interpersonal communication, as well as life issues. New titles are added when possible.

*200 Religion and Mythology-Basic Level*

*Weeded in 2019 Evaluated every 3 years*

This is an extensive collection with religion being a popular topic. A variety of religions are represented. New titles are added on a regular basis.

*300 Social Science-Basic Level*

*Weeded in 2019 Evaluated every 3 years*

This collection is substantial with new titles added regularly. The financial planning titles are updated.

*400 Language-Basic Level*

*Weeded in 2016 Evaluated every 5 years*

This small collection is mainly made up of dictionaries and thesauruses. We have some foreign language dictionaries including German, Spanish, Italian, Russian and Native Languages.

*500 Natural Sciences-Basic Level*

*Weeded in 2020 Evaluated every 4 years.*

This is a good basic collection. The plant and animal identification books are being updated as the budget allows. Many of the mathematics and general science books are outdated; but there is little demand for these areas. It is the policy not have textbooks as part of the collection.

*600 Applied Sciences-Basic Level*

*Weeded in 2018 Evaluated every 2 years.*

This collection is very substantial. Because of the need for up-to-date information in the health, wellness, and fitness areas, the library purchases new titles on a regular basis. The agricultural area is in need of updated information. The cookbook collection is very large with a number of titles that deal with current nutritional needs. Books on building projects and repair are represented but do need updating, although some new titles that deal with new environmentally friendly materials have been recently purchased. We have a small, but adequate, collection on job seeking. Our parenting collection is updated regularly. The library subscribes to several magazines that supplement this collection.

*700 The Arts-Basic Level*

*Weeded in 2016 Evaluated every 5 years.*

The selection of books on crafts, art, and art history are well represented. There are several art books in the oversized section. The library holds a large number of Christmas books that deal with decorating and crafts. The collection of quilt books is very large. The library also subscribes to a quilting magazine. The sports books need updating and are being replaced as the budget allows. The books on antiques and photography are current. A large variety of books on hobbies is in this section.

*800 Literature-Basic Level*

*Weeded in 2016 Evaluated every 5 years.*

This section includes a large number of poetry books, including humor and cowboy poetry. Books containing well-known works of literature are represented. These are replaced when in poor condition with newer editions.

*900 General Geography and History-Basic Level*

*Weeded in 2019 Evaluated every 3 years.*

This collection is extensive. The geography books, especially those of foreign countries, have been weeded and need replacement as appropriate new titles are published and the budget allows. It is the library policy not to purchase travel guides per se. The history collection is very large with a good representation of Native American history. This section is updated regularly.

The Story Collection is adequate. The collection of biographies is quite large. New biographies are added to the collection on a regular basis.

**Collection Priorities and Goals**

It is the priority of the Harlem Public Library to maintain a basic level in all areas that are of highest priority to the needs and demands of users. The library strives to provide the best possible collection in accordance with the goals and mission of the library. An important part of maintaining a quality collection is regular evaluation and deselection of materials. A copy of the weeding schedule is included in this document’s appendix.

The library seeks to keep up with changing formats as much as possible. Acquisitions are made largely dependent on funding. The Harlem Public Library joined MontanaLibrary2Go in 2017. Registered users in good standing may access the digital collection of e-books and audio books using Overdrive or Libby apps on their devices and their library card number. The Friends of the Harlem Library provides the funds for the annual contract to MontanaLibrary2Go.

The top priorities for updating the collection include the Juvenile Nonfiction, Adult Biography, Science Fiction, and Home Improvement/Building Projects.

**Policy Review and Revision**

The Library Board of Trustees and Director are responsible to review and update this policy every three years beginning in January 2020 in accordance with Montana Public Library Standards. The policy will be signed and dated at each review/revision.

**Appendices**

**American Library Association:**

**Library Bill of Rights**

**Freedom to Read Statement**

**Freedom to View Statement**

**Request for Review of Material Form**

**Harlem Public Library Weeding Schedule**

**Implementation**

It is the responsibility of the library director and the Board of Trustees to review and accept this Collection Management Policy to serve as a tool for the ongoing evaluation of the collection of the Harlem Public Library, Harlem, Montana.

The policy will be reviewed and revised every three years by the library director and the Board of Trustees. The policy will be signed and dated at each revision.

**This Collection Management Policy of the Harlem Public Library, Harlem, Montana, was approved by the Board of Trustees at the regular library board meeting held on the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Library Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST FOR REVIEW OF MATERIAL IN THE**

**HARLEM PUBIC LIBRARY**

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORMAT OTHER THAN PRINT?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you read, listened to, or viewed the entire content of the material?
2. State specific objections you have to the content. Use back if necessary.
3. Have you read the library’s Collection Management Policy?
4. Have you discussed the policy with the Library Director?

By completing this form, your request will be considered according to the established policies and procedures.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_