



Appendix E
Request for Re-Evaluation of Library Resource
Form for Notice of Director's Determination

Request for Re-Evaluation of Library Resource
Notice of Director's Determination made on: DATE
Regarding Request for Re-Evaluation of: Title/Author/Catalog Number
Submitted on: DATE

RE: Notice of Director's Determination

Dear _____:

The Cornwall Public Library received our above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, *Name*, Library Director has applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on the criteria, I have determined that [the Library Resource was properly included in the Library's Collection] *OR* [the Library Resource was not properly included in the Library's collection and will be removed/re-cataloged as INSERT].

The Cornwall Public Library strives to meet the needs of everyone in the community, as required by our Long-Range Plan of Service. If you would like to appeal this Determination, you may direct your appeal to The Board of Trustees, Attn: President Cornwall Public Library, 395 Hudson Street, Cornwall, NY 12518.

Sincerely,

Director

Cornwall Public Library