



Appendix D

Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by CPL's Collection Management Policy and CPL's current procedures for Selection and Cataloging.

For current copies of these documents, visit www.cornwallpubliclibrary.org, or ask at 395 Hudson Street, Cornwall, NY 12518.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work/ Author	
Basis of Concern (select all that apply):	<ul style="list-style-type: none"><input type="radio"/> Does not meet current Selection Criteria<input type="radio"/> Improperly Cataloged (please note specific issue)<input type="radio"/> Does not fall within needs of community
Please include any comments you would like the Library to consider:	
Date Submitting Form:	
Signature:	

Instructions and Process:

List only one work per form.

Submit this form by either emailing to cor@rcls.org, mailing it to Cornwall Public Library - 395 Hudson St., Cornwall, NY 12518, or faxing it to 845-534-4795.

Your submission will be reviewed by the Library Director within twenty-one (21) calendar days of receipt.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection of Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with a statement saying, "I request and appeal," to the Board of Trustees by either emailing it to CPLTrustee1@gmail.com, mailing it to CPL, Attn: President Board of Trustees - 395 Hudson Street, Cornwall, NY 12518, or faxing it to 845-534-4795.

The Board of Trustees is an all-volunteer organization that meets no less than four (4) times per year, as required by Education Law 260-A. Therefore, any appeal will be evaluated per the Library's Plan of Service, policies, and the following *excerpts* from the American Library's Association's Code of Ethics:

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions of the provision of access to their information resources.

The Board of Trustees' determination is *final*.