

Request for Reconsideration of Library Materials Form

If you are a current member of Dunedin Public Libraries, you can use the form below to request that we reconsider our decision to include or exclude an item from our collections. A separate form must be completed for each title if you wish us to review more than one item. If the title has previously been reviewed, we will inform you of the outcome of that review.

Our [Collection Development Policies](#) guide all selection and deselection decisions and any request for reconsideration of an item must demonstrate that we have breached the principles of these documents.

Please take particular note of Dunedin Public Libraries' policy on censorship (contained in the Collection Development Policy) which states that:

'Library materials are provided without regard for the identity or background of their creators. Materials should not be excluded on political, social, moral, or religious grounds, and should not be removed because of the disapproval or pressure of individuals or community groups. Materials banned by the New Zealand censor are not collected.'

The Library endorses the Library and Information Association of New Zealand Aotearoa's [Statement on Freedom of Information 2020](#).

Formal requests for reconsideration of a library resource must be made in writing using this form and submitted either on our website, or on paper and mailed or emailed to:

Manager – Content & Access
Dunedin Public Libraries
P.O. Box 5542
Dunedin 9054
library@dcc.govt.nz

Your details (* is compulsory)

Full name*:

Dunedin Public Libraries' membership number*:

Email address:

Postal address*:

I am requesting this review as*:

- An individual
- A spokesperson/representative of an organisation or community group (if so, state which group)

Item details

Title*:

Author/Creator:

Item format (e.g. print book, audiobook, eBook etc):

Library barcode number of item (if available):

Your concerns

Have you read, viewed, or listened to the entire work?

- Yes
- No

If not, which specific section or pages numbers have you reviewed?*

Briefly explain what concerns you about this work*

Please explain which of our Collection Development Policy principle(s) or criteria you believe have not been followed. Please be as specific as possible and provide examples.*

What specific actions are you requesting we consider regarding this resource?*

What happens next?

Thank you for your feedback. Receipt of your submission will be acknowledged, and the review process will commence.

A decision will be made by the Manager – Content & Access, with input from the Collection Development Team Leader or other Library team members where appropriate. This decision may result in:

- retention of the item in its current location in our collection
- relocation of the item to another collection
- removal of the item from our collections
- addition of the item to our collection

You will be advised of the outcome in writing within thirty days of our receipt of the completed form.

Privacy Statement:

The personal information you have supplied including your name and contact details will be used solely for the purpose of reviewing your submission. All identifying information will be deleted once a decision has been reached and you have been advised. A record of material submitted for review and brief non identifying description of the concern raised will be kept to assist with future decision making.

Dunedin Public Libraries will collect, use and store your information in accordance with the Privacy Policy, which can be found on the Dunedin City Council website www.dunedin.govt.nz/privacy-policy.

If you would like to ask for a copy of your information, or to have it corrected, please contact us at library@dcc.govt.nz, 03 474 3690, or 230 Moray Place, Dunedin 9016.