

ATTACHMENT I

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. The staff will evaluate the material and forward a recommendation to the Library Services Director ("Director"). This completed form and corresponding response from the Director will be included in the Board of Library Trustees agenda packet.

Print Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Resources on which you were commenting:

Book

Magazine

Newspaper

Audiovisual Resource

Content of Library Program

Other _____

1. Title _____

2. Author/Producer _____

3. What brought this title to your attention?

4. Have you seen or heard reviews of this material?

5. Please comment on the resource as a whole.

FOR INTERNAL USE ONLY

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6. Please note your **specific** concerns.

7. What resource(s) would you suggest, to provide additional information on this topic?

8. What action are you requesting the Library to consider (remove, relocate, add, other)?

Please fill out this form in its entirety and return to **Central Library Administration Office, Attention: Administrative Assistant** (1000 Avocado Avenue, Newport Beach) or by email to **libraryadmin@newportbeachca.gov**. You may also drop it off at one of the branches so it can be forwarded to the Central Library. Please use the back of this form if additional space is needed.

Thank you for taking the additional time to complete this form. Your request for evaluation will be given careful consideration and a response provided.

Newport Beach Public Library
Newport Beach, California

- Corrected - October 10, 2006
- Revised – November 16, 2010
- Revised – August 20, 2018
- Revised – August 17, 2020
- Reviewed – August 15, 2022
- Revised – September 18, 2023
- Revised – October 16, 2023
- Revised – January 16, 2024

