

Request for Reconsideration Scoring Matrix _____ Library

PURPOSE

To be used with the _____ Library Collection Development Policy to evaluate a formal request for reconsideration.

LIBRARY MATERIAL FOR RECONSIDERATION

Title: _____

Author / Producer: _____

Format: _____

Publisher: _____

Publication Date: _____ Bib # _____

Date Request for Reconsideration received: ____ / ____ / ____ Matrix used for Appeal

DATA POINTS

Date added to collection	Collection	Location in library	# of local copies

Total circulation	Circulation YTD	Acquisitions source	Other formats available

# of copies in [shared catalog]	Locations in [system/cooperative] libraries	Total circulation of [system/cooperative] copies	# of holds

Professional or subject matter expert reviews consulted and attached. Add citations here:

Awards, if any:

EVIDENCE OF MEETING SELECTION FACTORS

In making any selection decision, selectors employ the standards of professional librarianship below. Factors are not listed by order of importance, nor is the list exhaustive. Not all factors may apply in every situation and factors are weighed to best serve the community.

Factors for Selection	Evidence present
1. Demonstrated or perceived interest, need, or demand by library users or potential users of the item.	
2. Currency and quality of information.	
3. Relevance to current trends or events.	
4. Affirmation of the inherent dignity and rights of every person.	
5. Relation to the existing local and WCCLS collections.	
6. Physical design suitable for library use.	
7. Reputation, qualifications, and competence of the author or publisher.	

8. Positive critiques and reviews in professional sources.	
9. Budget, space, and staff capacity limitations.	
10. Expected ongoing value to library users.	
11. Any additional factors unique to the format or target audience age.	

COLLECTION MAINTENANCE REVIEW

Question: Should this item still be in the collection based on the factors to withdraw materials?

Factors	Evidence present
1. Is it worn or damaged?	
2. Is it outdated?	
3. Is the item still available to be replaced?	
4. Is there another format or title that might better serve the same purpose?	
5. Is there sufficient need for the item?	
6. Is there an updated, revised, or newer item that is preferable?	
7. Have the ideas been determined to be inaccurate?	
8. Does the item serve a unique community need?	
9. Does the item have historical or local value?	

CONSULTATIONS

Consultation with the State Library of _____.

Consultation with the [State] Library Association.

SUMMARY

Summary of evidence in support of keeping the item as is:

Summary of evidence in support of moving the item to a different collection within the library:

Summary of evidence in support for removing the item:

Suggestions for optional replacement of the item:

Other notes:

SELECTION COMMITTEE RECOMMENDATION *(Use following section if this is an Appeal.)*

- Keep item as is in the _____ Library collection.
- Move item to the following collection in Sherwood Public Library:

- Remove item from the _____ Library collection.

APPENDIX: APPEAL

Date request for appeal received: ____/____/____

Informal hearing on: ____/____/____

Further review recommended by [Next in Chain of Command]: Yes / No

If further review recommended:

- Selection Review Committee reconvened.
- Additional Subject Matter Expert(s) added to Selection Review Committee.
- Consultation with the State Library of _____.
- Consultation with the [State] Library Association.
- New scoring matrix submitted.

APPEAL--SELECTION COMMITTEE RECOMMENDATION:

- Keep item as is in the _____ Library collection.
- Move item to the following collection in _____ Library:

- Remove item from the _____ Library collection.