

Request for Review of Declined Acquisition

DRAFT - PROPOSED NEW FORM

Use this form to request review of a BCLD decision not to acquire a specific title, work, item, or resource that you previously suggested for the collection.

ELIGIBILITY AND FILING REQUIREMENTS

A formal request may be submitted by an adult resident of Baker County, Oregon who is a registered BCLD cardholder. The following rules apply:

- Use one form for one title, work, item, or discrete resource.
- Completion of this form does not guarantee acquisition; the resource will be evaluated under the BCLD Collection Development Policy
- A resource that has completed this review process will not ordinarily be reconsidered for acquisition for 12 months unless availability, demand, the resource itself, the collection, or another material circumstance has changed.
- Required information must be complete. If BCLD identifies missing information, you will have 30 calendar days after notice to correct it before the request is closed without a decision on the merits.

REQUESTER INFORMATION

Name *	Library card number *
Street address *	City / State / ZIP *
Telephone	Email
Preferred contact method	Other contact information (optional)

** Required. Library card and contact information will be handled in accordance with applicable law and BCLD privacy policy.*



RESOURCE REQUESTED

Title / name of resource *

Author / creator / producer (if applicable)

FORMAT (check all that apply): ☐ Physical ☐ Digital ☐ Book / Audiobook ☐ Periodical / News

☐ Video / Film ☐ Music / Audio ☐ Database / Online Resource ☐ Game

☐ Library of Things / Nontraditional ☐ Other: _____

Date originally suggested * _____ Date decline notice received * _____

REQUIRED ACKNOWLEDGMENTS

☐ I have received or reviewed the BCLD Collection Development Policy and understand that this request will be evaluated under that policy.

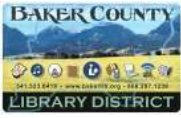
☐ I understand that this signed request, my name, related correspondence, and the Library's decision may be public records. Contact information, library card information, circulation records, and other protected information will be handled in accordance with applicable law and BCLD privacy policy.

BASIS FOR REVIEW

Please answer every question marked REQUIRED. Attach additional pages if needed.

1. Why do you believe this resource should be added to the BCLD collection? REQUIRED

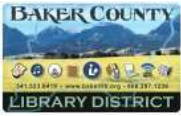
You may address community interest or informational, educational, cultural, recreational, local, historical, or other value.



2. Which selection criteria or other provisions of the Collection Development Policy do you believe support acquisition? REQUIRED

3. What other information would you like BCLD to consider? OPTIONAL

Examples may include professional reviews, awards, local or regional significance, demonstrated community interest, limited availability elsewhere, or documented censorship or attempted censorship of the work.



WHAT HAPPENS AFTER SUBMISSION

- 1 Completeness check:** BCLD will confirm that the form contains the required information and that the requester is eligible under the Collection Development Policy.
- 2 Director review:** The Library Director will review the acquisition decision under the applicable Collection Development Policy criteria and may consult qualified staff or other appropriate resources. The Director may consider professional reviews, collection needs, demand, availability, cost, resource-sharing options, and other relevant information.
- 3 Written decision:** The Director will normally issue a written decision within 30 calendar days after receiving a complete request. If more time is needed, BCLD will provide a status update and estimated decision date.
- 4 Appeal:** A requester may appeal the Director's final written decision to the BCLD Board of Directors within 10 business days. The written appeal must identify the specific policy or procedural provision believed not to have been followed or correctly applied.
- 5 Board review:** The Board reviews whether the process and decision reasonably complied with the Collection Development Policy. The Board may affirm the decision, remand for additional review, or direct another action consistent with policy and applicable law. The Board's appeal decision is final.

PUBLIC RECORDS AND PRIVACY NOTICE

Formal and informal communications challenging or requesting review of library materials may be part of BCLD's public administrative record and may be subject to disclosure. BCLD will handle contact information, library account information, circulation records, and other protected information in accordance with applicable law and the BCLD Privacy and Confidentiality Policy.

CERTIFICATION AND SIGNATURE

By signing, I certify that I am the requester identified above and that the information provided in this request is true and complete to the best of my knowledge. I understand that anonymous or unsigned requests will not be processed as formal Requests for Review.

Signature * _____

Date * _____

LIBRARY USE ONLY



Date received _____	Received by _____
Eligibility verified _____	Date complete _____
Director decision date _____	Appeal deadline _____
Prior review date, if any _____	Disposition / notes ☐ Acquire ☐ Decline ☐ Alternative access ☐ Other
Appeal filed: ☐ No ☐ Yes	Appeal date: _____