Appendix D

SAINT MARY’S COLLEGE LIBRARY MATERIAL: STATEMENT OF CONCERN

Use this form to register a concern about Library material. The Dean of Library and Academic Resources will review the material listed below with the Collection Development Team to ensure that it was selected in accordance with the General Collection Development Policy. The decision to retain or withdraw the material will be determined by the Dean of Library and Academic Resources, in consultation with the Collection Development Team and the Library Committee of the College’s Academic Senate.

Name _______________________________________________ Date ________________________

Address: (complete if you wish to be notified of the final decision to withdraw or retain the material)

____________________________________ City _________________ State ________ Zip Code: ________

Status: ______ Faculty Department _________________________

______ Student Program _____________________________ ______ Other

Material on which you are commenting:

______ Book ______ Periodical ______ Non-print resource

______ Other: __________________________________________

Title: __________________________________________________

Author: ________________________________________________

Publisher, place and date: __________________________________

Explain the nature of your concern. Criteria for selecting library material are that the subject nature supports the curriculum or provides information on contemporary issues, current or historical events, the intellectual content is appropriate to our users, and that the work complements our overall collection, including work that provides alternate views or new perspectives on subjects, or broadens knowledge of cultural diversity. Consult the General Collection Development Policy, available at the Library Circulation Desk, and at http://www.stmarys-ca.edu/library/collection-development for more detail.

Signature: ___________________________________________ Date: ________________________

Date received by the Dean of Library and Academic Resources: __________________________
Subject librarian: 

Reviews attached from: 

Rationale for selecting (to be filled out by subject librarian): 

Summary of Collection Development Team Discussion: Was this material selected according to the General Collection Development Policy?

Summary of Library Committee consultation:

Dean for Academic Resources decision: _____ Retain _____ Withdraw
Rationale:

Notification sent: ___________________________ Date: __________

cc: Provost
    Chair, Library Committee

rev. 7/2013