

Collection Decision Review Form

If you are a patron of Queenstown Lakes Libraries or resident of Queenstown Lakes District, you can use the form below to request a review of a collection decision.

A librarian will acknowledge your review request by email within 2 working days (Monday to Friday).

Your review request will be reviewed by the Collections Team, based on the principles and criteria set out in the QLL Collections Policy and/or QLL Collections Management Guidelines. A decision will be made by the District Collections Librarian. You will be informed of the decision within 20 working days (Monday to Friday) of receiving the form. We will respond to you in writing.

Your details – please provide email or postal address

Full name: *

Library card number:

Email address:

Postal address:

I am requesting this review as: *

- An individual
- A spokesperson/representative for an organisation or community group
- A QLL staff member, on behalf of customer feedback or other library queries

Item details - please provide details of the collection item you are requesting a review for:

Title: *

Author/Creator:

Item type (e.g. print, audiobook, eBook): *

**Please explain which Collection Development Policy principle(s) or criteria you believe have not been followed.
Please provide examples ***

Please let us know what specific actions you think library staff should take: *