

Administrative Request Review Form

University Libraries

Administrative Request Review Form

Fill in the following information and then write out the answer to questions 1-6. If you have any other written materials to support your viewpoint, please attach them to this form.

User's Name: _____

I.D. Number: _____

Phone Number: _____

Local Address: _____

Please answer the following questions clearly and concisely.

1. Have you read the Library Technology Resources Access and Acceptable Use Policy?
Yes ____ No ____
2. Do you think the library's findings in your case are inconsistent with the policy?
Yes ____ No ____
3. If you answered yes to question #2, please state what you think those inconsistencies are (be specific). Yes ____ No ____

4. Do you have any written materials to support your claim that the library's findings in your case are not appropriate under the circumstances? Yes ____ No ____

If you answered yes, please attach the written materials to this request form.

5. What, in your opinion, should be the solution to this problem and why?

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6. If you have any other information concerning this particular case, please add that information here.

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Do not write below this line

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(This portion for office use only)

Date received in office of Dean of Library Services: _____

Are there any attached pages? Yes ___ No ___

If there are attached pages, how many? _____

Person receiving this request please sign and date when received.

 signature

 date

Date of initial review with Reference Services Librarian: _____

Yes ___ No ___ Reference Services Librarian review completed

Yes ___ No ___ Public Services Librarian review completed