

Appendix B

Montana Memory Project Collection: Request for Item Reconsideration

Challenges to collection items are handled by the following procedure.

1. MMP user completes and submits the [MMP Request for Item Reconsideration Form](#) online.
2. MMP staff will share the MMP collection policy with the concerned user and forward the challenge to the MMP review committee.
3. Within 30 days of receipt of the *MMP Request for Item Reconsideration Form*, the Selection Committee reviews the complaint and issues a recommendation.
4. If the user disagrees with the decision of the Selection Committee, he/she may request that the request for Reconsideration be reviewed by the State Librarian and the Montana State Library Commission.
5. Within 30 days of receipt of the *MMP Request for Item Reconsideration*, the State Librarian and the Montana State Library Commission reviews the complaint and issues a recommendation.

Date of Challenge:

Title of item(s) Challenged:

Description of challenge:

MMP Staff has shared MMP Collection Policy with Patron

Staff member:

Date:

MMP Staff forwards complaint to Review Committee

Staff member:

Date:

Resolution:

Review Committee contacted the State Librarian with Recommendation for MSL Commission

Date contacted:

Resolution:

MSL Commission makes final Decision

Date:

Resolution: