Material Review and Reconsideration Policy

The Kent Memorial Library welcomes expressions of opinion concerning materials, programs or displays. Individuals with a vested interest to challenge any library or other educational material, display or program is asked to complete and submit a *Material Review and Reconsideration Policy Form*. (Appendix A). The Library limits the consideration of requests to reconsider material, displays, or programs to individuals residing in Suffield.

In accordance with Public Act 25-168 Sec. 322 and 323, The Kent Memorial Library abides by the following statutory requirements:

• No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.

• Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

• The materials review and reconsideration process for town residents to challenge any library material, display or program shall never favor nor disfavor any group based on protected characteristics.

• The individual completing a *Material Review and Reconsideration Policy Form* must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.

• Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

• Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director.

Material Review Process:

The library director will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the collection development and maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty (60) days from the date of receiving such request. The library director shall provide a copy of the library director's decision and report to the individual who submitted the form.

As part of this report, the Library Director will inform the resident of their right to appeal the decision, in writing, to the Kent Memorial Library Commission. The Library Director will retain a copy of any reconsideration forms submitted by residents, including the date of receipt, complaint, and the decision and/or action taken towards resolution of the complaint. Any formal requests for reconsideration will be presented to the Library Commission at its next regular monthly meeting.

Appeal Process:

Any appeal of the decision of the Library Director should be directed, in writing, to the Library Commission.

The final authority regarding the removal or retention of a challenged library material ultimately resides with the Library Commission.

The Library Commission shall evaluate the challenged material under the Collection Development and Maintenance policy, then:

• (A) consult with (i) the library director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,

• (B) deliberate on such request for reconsideration,

• (C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and

• (D) provide any final decision that is contrary to the decision of the library director.

Once a decision has been made by the Library Director or the Library Commission on the reconsideration of any library material, such material cannot be subject to a new request for consideration for a period of three years.

The Library Director shall be permitted to consolidate any requests for reconsideration of the same challenged library material. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period. The Library prohibits the removal, exclusion, or censoring of any book on the sole basis that an individual finds such book offensive.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Appendix A: ***Material Review and Reconsideration Policy Form***

The Kent Memorial Library has established a *Collection Development and Maintenance Policy*, a *Library Display Policy*, a *Library Program Policy*, as well as a *Material Review and Reconsideration Policy*, that outlines the procedure for reconsideration. Individuals with a vested interest to challenge any library or other educational material, display or program have the right to challenge materials, displays, programs, per CT Public Act 25-168. If you wish to request reconsideration of an item, please return the completed form to library staff.

The Library limits the consideration of requests to reconsider material, displays, or programs to individuals residing in Suffield.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Note: Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

*An individual shall not submit a request for reconsideration without this information included.

Date: _____

*Full Legal Name: _____

*Full Legal Address: _____

*Phone/ Email: _____

Are you a Suffield resident: Yes_____ No _____

I. MATERIALS: For reconsideration of materials, complete this section.

1. Type of Material (book, DVD, magazine, etc.): _____

Title and author/producer:

_____

2. Have you examined the entire resource? If not, what sections did you review?

3. What portion or portions of the material do you object to?

4. Provide an explanation of the reason(s) for such objection.

5. What action are you requesting the Library Director to consider?

II. DISPLAYS: **For reconsideration of a display, complete this section.**

1. Describe the display.

2. Where in the Library is this display located?

3. What portion or portions of the display do you object to?

4. Provide an explanation of the reason(s) for such objection.

5. What action are you requesting the Library Director to consider?

III. PROGRAMS: For reconsideration of a program, complete this section.

1. Describe the program, and include the date and time of the program.

2. What portion or portions of the program do you object to?

3. Provide an explanation of the reason(s) for such objection.

4. What action are you requesting the Library Director to consider?