

LIBRARY MATERIAL REVIEW AND RECONSIDERATION POLICY

The Southbury Public Library seeks to transform lives by educating, inspiring and connecting, as highlighted by its mission. As a forum for information and ideas, as affirmed by the American Library Association, the Southbury Public Library welcomes expressions of opinion concerning materials, programs, or displays. This policy establishes a process for individuals with a vested interest to challenge any library and other educational material, display, or program. A Request for Reconsideration form can be submitted to the Southbury Public Library by an individual to initiate a review of materials. The Southbury Public Library limits the consideration of requests to reconsider material, displays or programs to individuals residing in Southbury.

In accordance with **Public Act 25-168 Sec. 322, 323** Southbury Public 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. *Each such policy shall ensure that 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, including, but not limited to discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation or disability.*
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development maintenance policy or the display and program policy.
- The materials review and reconsideration process for residents with a vested interest to challenge any material, display or program shall neither favor nor disfavor any group based on protected characteristics. *Individuals with a vested interest means any individual residing in the town in which the public library is located or the town in which the contract library is located at the time a reconsideration form is filed under subsection (e) of this section. Taken from Sec 346 of SB 1271*
- The individual completing a reconsideration 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. An

individual shall not submit a Request for Reconsideration without this information included.

- 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 Head Librarian.

Review process:

The Head Librarian, along with appropriate staff, 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 days from the date of receiving such request. The Head Librarian shall provide a copy of their decision and report to the individual who submitted the form. The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Directors. The individual who submitted the Request for Reconsideration form may appeal, in writing, the Head Librarian's decision to the Library Board of Directors.

The Library Board, after evaluating the challenged material under the Collection Development and Maintenance Policy, shall:

- (A) consult with (i) the Head Librarian, (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 Head Librarian

Once a decision has been made by the Head Librarian or Library Board of Directors on the reconsideration of any library material, such material cannot be subject to a new Request for Reconsideration for a period of three years. The Head Librarian is permitted to consolidate any requests for reconsideration of the same challenged library material. A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a

formal request for reconsideration. The Head Librarian shall summarize the previous decision in response to the new request for reconsideration during that three-year time period.

The Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

Any librarian or staff member of Southbury 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.

REVISED AND APPROVED BY SOUTHBURY PUBLIC LIBRARY BOARD OF
DIRECTORS – October 8, 2025

REQUEST FOR RECONSIDERATION

The Southbury Public Library chooses materials for the library pursuant to the Collection Development Policy. The Southbury Public Library supports the Library Bill of Rights and the Freedom to Read statement from the American Library Association. Therefore, if a patron wishes to register a formal concern pertaining to materials chosen by the library, the patron may request and file a Request for Reconsideration form. Patrons must be a Southbury resident with a vested interest, which is defined as any individual residing in the town in which the public library is located or the town in which the contract library is located at the time a reconsideration form is filed under subsection (e) of this section. **Taken from Sec 346 of SB 1271**

This form must be completed in its entirety. Please use additional sheets if necessary.
This form must state an individual's full legal name, address and telephone number. An individual shall not submit a Request for Reconsideration without this information included.

Name _____

Street address _____

Town _____ State _____ Zip code _____

Telephone _____ Email _____

Do you represent yourself? Yes _____ No _____

Do you represent an organization? (please identify) _____

Resource on which you are commenting (please specify):

- Book (print or electronic) _____
- DVD _____
- Audio recording or music CD _____
- Newspaper or Magazine _____
- Program _____
- Display _____

- Artwork _____

Author/Artist/Producer/Provider _____

Please state your concern.

Specify which portion of the resource is objected to and explain the reason for your objection. Be specific (pages, etc.).

Have you read or viewed or listened to the entire resource? Yes _____ No _____

What brought this resource to your attention?

What do you believe is the purpose of this material?

For what age group should this material be recommended?

Overall, do you think there is any value in this material?

Are you aware of any critical reviews dealing with this resource? List here or please provide as an attachment.

Are there resources you suggest we provide for additional information and/or other viewpoints on this topic?

Why do you feel your negative views about this work should prevent other members of the Southbury community, who may not share your concerns, from accessing this resource?

What would you like the Library to do about this resource?

Signature _____ Date _____