

## **Scoville Memorial Library**

### **Material Review and Reconsideration Policy**

The Library welcomes expressions of opinion concerning materials, programs, or displays. Any resident of the Town of Salisbury with a vested interest who wishes that a specific item, program, or display be reconsidered is asked to complete and submit a Request for Reconsideration form (Appendix 1.)

In accordance with CT Public Act 25-168 Sec. 322, 323, the Scoville 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, the Library Display Policy, and the Program Policy.
- The materials review and reconsideration process for town residents to challenge any library material, display, or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing a Request for 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.
- Reconsideration requests are not confidential patron records under Section 11-25 of the CT 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.

#### **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 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.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees. Any appeal of the decision of the Library Director should

be directed to the Library Board of Trustees.

The Library Board shall:

- 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 CT 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.

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 Library Director shall summarize the previous decision in response to any 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. All library materials, programs, and displays are evaluated and made accessible in accordance with the protections against discrimination set forth in Section 46a-64 of the CT General Statutes.

Librarians and staff members who, in good faith, implement 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 proceedings that result from such implementation.

**APPROVED BY CT STATE LIBRARY 9/9/2025**

**APPROVED BY BOARD OF TRUSTEES 9/19/2025**

**Scoville Memorial Library  
Request for Reconsideration Form**

Date: \_\_\_\_\_

**Your full legal name, address, and telephone number are required for submission of this form. Please note that per the Library's policies, only residents of the Town of Salisbury are eligible to submit a reconsideration request.**

Full Legal Name:

Address:

City:

State/Zip:

Phone:

Email:

1. Resource on which you are commenting:

☐ Book ☐ Movie ☐ Magazine ☐ Audio Recording ☐ E-book or Audio  
☐ Digital Resource ☐ Game ☐ Newspaper ☐ Display ☐ Program ☐ Other

2. Title or Description of

Resource: \_\_\_\_\_

\_\_\_\_\_

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3. Author/Producer

\_\_\_\_\_

4. What brought this resource to your attention?

\_\_\_\_\_

5. Have you examined the entire resource? If not, what sections or aspects did you review?

\_\_\_\_\_

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6. What concerns you about the resource?

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7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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8. What action are you requesting the Library consider?

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**This form must be signed before submitting to the Library Director.**

Name \_\_\_\_\_ Date \_\_\_\_\_

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