



MATERIAL REVIEW AND RECONSIDERATION POLICY

The library welcomes expressions of opinion concerning materials, programs or displays. An individual New Canaan resident with a vested interest who wishes to challenge any library and other educational material, display, or program is asked to complete and submit a Request for Reconsideration Form. The Request for Reconsideration Form can be submitted to the Library by an individual to initiate a review of such material. In accordance with **Public Act 25-168 Sec. 322(e)**, the Library will limit the consideration of requests to reconsider materials, displays, or programs to individuals residing in the town in which the library is located or the town in which the contract library is located. Such persons who wish to initiate a reconsideration request regarding a Library material must read the item in question in its entirety prior to submitting the Request for Reconsideration Form.

In accordance with **Public Act 25-168 Sec. 322, 323**, New Canaan 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 pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Display Policy, and the Program Policy. 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 are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.
- 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 Reconsideration Form must include specific information about which portion(s) of such material such individual objects to and must provide an explanation of the reasons for such objection. Such individual shall not submit a Request for Reconsideration Form without including such 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. Similarly, any program or event will remain on the calendar and open for registration until a final decision is made.

Review Process:

In the case of a request for reconsideration of Library materials, the Library Director, 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. In the case of a request for program reconsideration, the Library Director, along with appropriate staff, will evaluate the Request for Reconsideration Form and make a written decision on how to proceed in a timely manner with regard to the program's schedule. Due to the varied nature of Library programs and events, the exact means by which the program is evaluated will necessarily vary. The Library Director will communicate the review process for each program or event as part of their written decision. The Library shall provide a copy of the Library Director's decision and report to the individual(s) who submitted the Form. The Library Director may consolidate requests for reconsideration of the same challenged Library material or program.

The final authority regarding the removal or retention of Library materials resides with the Library Board of Trustees. Any appeal of the decision of the Library Director should be submitted, in writing, to the Library Board of Trustees by the same individual who submitted the original Request for Reconsideration Form.

The Library Board, after evaluating the challenged material under the Collection Development and Maintenance Policy, 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 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 Board of Trustees 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 Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

Any librarian or staff member 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.

Board Approval: November 2025

Next Review Date: November 2028



REQUEST FOR RECONSIDERATION FORM

*Please complete all fields applicable to the material or program for which you are requesting reconsideration. Fields marked * are required. Be sure to complete both sides; attach additional pages if necessary.*

Request initiated by

*Full Legal Name: _____

*Address: _____

*Email _____ *Phone _____

Please note: An individual shall not submit a Request for Reconsideration Form without including such individual's full legal name, address, and telephone number. A Request for Reconsideration is **NOT** covered by privacy protections under section 11-25 of the general statutes and will be considered a matter of public record. In accordance with Public Act 25-168 Sec. 322, 323, only a New Canaan resident with a vested interest may complete and submit a Reconsideration Form. An "individual with a vested interest" 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" per **Sec. 322(e)**.

*Title of material, display, or program: _____

*Format of material: _____

*Author/Director/Presenter of material: _____

*Publication year or program/display date: _____

1. *Have you read or viewed the material or program in its entirety?

Yes ☐

No ☐

N/A (explain) ☐

Note: Such persons who wish to initiate a reconsideration request regarding a Library material must read or view the item in question in its entirety prior to submitting this Form.

2. *What brought this item/program/display to your attention?

3. *Please explain your concern in detail.

4. *Please cite specific examples of ideas or passages that prompted this submission.
Use page numbers where applicable. Write "n/a" if not applicable.

5. If available, would you like to receive a written summary of what reviewers have written about this work? Yes ☐ No ☐

6. Do you have any other suggestions, questions, or comments about this material, program, or display?