

WESTBROOK PUBLIC LIBRARY MATERIAL REVIEW AND RECONSIDERATION POLICY

Reconsideration of Materials

The library welcomes expressions of opinion concerning materials, programs or displays. A Westbrook resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with **Public Act 25-168 Sec. 322, 323** Westbrook 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.
- 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 or the display and program policy.
- The materials review and reconsideration process for library cardholders/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 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.

Formal requests for removal of items from the library's collection may be made to the Library

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Director, Public Service/Assistant Librarian, or Children's Librarian using the Request for Reconsideration of Materials form in Addendum A. Requests for reconsideration are subject to the Library Material Review and Reconsideration Policy. In addition, requests for reconsideration are limited to individual residents of Westbrook.

Request for reconsideration of LION consortia materials, such as Overdrive digital content, is subject to LION Libraries Online, Inc. collection policies.

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.

Procedure

Completion of the "Westbrook Public Library Request for Reconsideration of Materials Form" is required. Only Westbrook residents may complete and submit a "Westbrook Public Library Request for Reconsideration of Materials Form."

The procedure for challenging library material shall never favor nor disfavor any group based on protected characteristics.

The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in this policy. In the event multiple reconsideration requests are filed for the same library material, the Library Director may consolidate them.

Within 60 days of the date of receipt of the request, the director shall evaluate the Request for Reconsideration form and read the challenged material in its entirety. They shall then evaluate the challenged material against the Collection Development and Maintenance Policy. They shall then send a letter and report to the concerned person who requested the reconsideration, stating the reasons for the decision. During this time, the challenged library material must remain available in the library according to its catalog record and be available for patrons to reserve, check out or access until a final decision has been made by the Library Director.

If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (The Board). The Board, after evaluating the challenged material under the Collection Development and Maintenance Policy shall consult with all of the parties listed below in order to deliberate on the request for reconsideration, provide a written statement of the reasons for the reconsideration or refusal to reconsider the library materials, and provide any final decision that is contrary to the decision of the Library Director:

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- Library Director
- State Librarian, or State Librarian's designee
- A representative of the cooperating library service unit as defined in section 11-9e of the general statutes (LION)
- The president of the Association of Connecticut Library Boards, or the president's designee

The Board shall notify the individual of its decision within 30 days.

If the board plans to address the appeal at their board meeting, the Board will notify the individual of when and where the meeting will be held. The Library Board of Trustees reserves the right to limit the length of public comments. The decision of the Library Board of Trustees is final.

Any challenged material cannot be subject to a new request for reconsideration for a period of three years.

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

Intellectual Freedom

In accordance with the mission of the Westbrook Public Library, providing access to materials for all members of the community is essential. Library patrons of the Westbrook Public Library have the right to use the entirety of the collection according to library loan rules and will not be restricted access based on any reason other than fiduciary obligations (i.e. excessive overdue fines, pending replacement charges, or LION Consortia best practices) or matters of compliance with library policies.

No library material, display or program shall be removed because of origin, background or viewpoints expressed in such material, or because of the origin, background, or viewpoints of the creator of such material. The removal, exclusion or censoring of any library material on the sole basis that an individual finds that library material offensive is prohibited. Library materials shall only be excluded for the legitimate, professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy.

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.

Policy Review

This policy will be reviewed every 3-5 years or as needed and will be retained in accordance with the appropriate record series code of the Connecticut State Library's Master Schedules for Retention Policies and Procedures (Connecticut State Library, n.d.).

Adopted December 2021. Revised January 2022. Revised November 2025.

Addendum A

Westbrook Public Library Request for Reconsideration of Materials Form

The Trustees of Westbrook Public Library have established a Material Review and Reconsideration Policy and a procedure for selection, disposition, and reconsideration of materials. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Completion of this form is required for reconsideration. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in this policy. Within 30 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (The Board). During this time, the challenged library material must remain available in the library according to its catalog record and be available for patrons to reserve, check out or access until a final decision has been made by the Library Director.

If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (The Board). The Board, after evaluating the challenged material under the Collection Development and Maintenance Policy shall consult with all of the parties listed in the Material Review and Reconsideration Policy in order to deliberate on the request for reconsideration, provide a written statement of the reasons for the reconsideration or refusal to reconsider the library materials, and provide any final decision that is contrary to the decision of the Library Director.

The Board shall notify the individual of its decision within 30 days.

If the board plans to address the appeal at their board meeting, the Board will notify the individual of when and where the meeting will be held. The Library Board of Trustees reserves the right to limit the length of public comments. The decision of the Library Board of Trustees is final.

Any challenged material cannot be subject to a new request for reconsideration for a period of three years.

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

Westbrook Public Library. 61 Goodspeed Drive. Westbrook, CT 06498

**Fields with an asterisk are required.*

Date

*Name

*Address _____

*City State/Zip _____

*Phone _____

Email _____

Do you represent yourself? ____ Or an organization? ____

Name of Organization _____

1. Resource on which you are commenting:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording

____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

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

4. What portion or portion(s) of the resource concern you?

5. What is your objection to this resource? Please be specific:

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

6. What action are you requesting the committee consider?

References

American Library Association. (n.d.). *Library Bill of Rights*. Retrieved from <https://www.ala.org/advocacy/intfreedom/librarybill>

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Larson, Jeanette & Texas State Library Archives and Commissions. (2012). *CREW Manual*. Retrieved from <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>