



## **West Hartford Public Library Material Review and Reconsideration Policy**

### **Purpose**

The West Hartford Public Library ("Library") serves as a center for reading, learning, creativity, and cultural engagement, offering all individuals the opportunity to pursue their interests, connect with the community, and access ideas and information freely. Recognizing that some individuals may have concerns regarding materials, displays, or programs, the Library has developed this Material Review and Reconsideration Policy to outline the procedure by which West Hartford residents may formally request the reconsideration of specific materials, programs, or displays.

### **Responsibility**

The Library Board delegates the oversight and management of the collection to the Library Director and librarians who are professionally trained to curate and develop a collection that provides residents with access to the widest array of Library and other educational materials. Responsibility for the selection, maintenance, replacement, and deselection of materials rests with the designated professional staff under the overall direction of the Director and within the guidelines of the Collection Development and Maintenance policy. An additional set of criteria may govern the collection of consortium-level collections.

### **Evaluation Guidelines**

The following guidelines will be applied to evaluate materials, displays, or programs in accordance with Public Act 25-168 §§ 322-323:

- 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 petitioners 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 explain 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 the Library Director makes a final decision.

#### **Review Process:**

The Library Director will evaluate the *Request for Reconsideration of Library Materials* form, read the challenged material in its entirety, evaluate the challenged material against the Library's *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 may confer with appropriate staff in this process. The Library Director shall provide a copy of the Library Director's decision and report to the individual who submitted the form.

The Library Director may consolidate any requests for reconsideration of the same challenged Library material. Connecticut state law prohibits the removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive.

#### **Appeal Process:**

The final authority regarding the removal or retention of Library materials ultimately resides with the Town of West Hartford Library Board. Any appeal of the decision of the Library Director regarding the reconsideration of Library material, display or program should be directed to the Library Board. After evaluating the challenged material under the *Collection Development and Maintenance* policy, the Library Board shall proceed as follows:

- (A) The Library Board shall consult with the following individuals or groups to inform its deliberations:

- 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) After consultation, the Library Board shall deliberate on such request for reconsideration at a public hearing.
- (C) Following deliberations, the Library Board will provide a written statement of the reasons for the reconsideration or refusal to reconsider the Library material.
- (D) Should the Library Board make a decision that is contrary to the decision of the Library Director, the Library Board's decision shall be considered final and binding.

### **Limitation on Further Reconsideration Requests**

Once a decision has been made by the Library Director or Library Board on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for a period of three (3) years.

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.

This policy is in accordance with Section 322-323 of Public Act 25-168, as that Public Act may be codified, recodified or amended from time to time.

Adopted by the West Hartford Public Library Board on October 27, 2025.

# **Town of West Hartford Library**

## **Request for Reconsideration of Library Materials**

This form is to be used by West Hartford residents who wish to request reconsideration of a resource. Please return the completed form to the Library Director, 20 S. Main St., West Hartford, CT 06107.

### **Instructions for Submission:**

1. Please complete this form and submit it to the Library Director or designated staff member for review. Please note that in accordance with Public Act No. 25-168, forms without an individual's full name, address, and telephone number will not be accepted and that reconsideration requests are not confidential patron records under Connecticut General Statutes §11-25.
2. The Library Director or designated staff will acknowledge receipt of the reconsideration form within five (5) business days.
3. The Library Director will receive the request and make a decision within sixty (60) days from the date of receiving the request. You will be notified of the final decision in writing.
4. If you wish to appeal the decision of the Library Director, included in with the written decision will be instructions on how to appeal to the Library Board.

Full Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you submitting this request on your own behalf or on behalf of another individual? If on behalf of another individual, please enter the name and address of the resident:

\_\_\_\_\_

1. Type of material (book, DVD, digital resource, program, etc.): \_\_\_\_\_

Title \_\_\_\_\_

Author/Artist/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 concerns you about the resource? Specify which portions you object to and why (required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

6. What action are you requesting the Library consider?

\_\_\_\_\_