**Howard Whittemore Memorial Library**

Material Review and Reconsideration Policy

Howard Whittemore Memorial Library welcomes expressions of opinion concerning materials, programs or displays. Any Naugatuck resident 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. Howard Whittemore Memorial Library will limit the consideration of requests to reconsider material, 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. In accordance with Public Act 25-168 Sec. 322, 323, Howard Whittemore Memorial Library abides by the following statutory requirements:

- No library material, display, or problem shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such materials, 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 phone 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.

**Selection Process:** The selection of materials for the collection is an inclusive process and all viewpoints, opinions and ideas are represented, but do not indicate endorsement by the library. The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement and weeding of materials is held by the designated professional staff under the purview of the Director. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy 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. For more information about our collection development and materials selection process, please see our Collection Development and Maintenance Policy.

Mentions that the board, after evaluating the challenged material under the collection development and maintenance policy shall consult with the 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, the president of the Connecticut Library Association, or the president's designee, and the president of the Association of Connecticut Library Boards, or the president's designee who shall deliberate on such a request for reconsideration, provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and provide any final decision that is contrary to the decision of the library director.

**Review Process:** The Library Director, along with appropriate staff, will review the request for reconsideration form, read the challenged material in its entirety, evaluate the 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 60 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. Once a decision has been made by the Library Director or the Board of Trustees or other governing board 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 consolidate any requests for reconsideration of the same challenged material during the three-year time period.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees. Any individual who submitted a request for reconsideration can appeal, in writing, the library director's decision to the Board of

Trustees or other governing body for the library. 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 library material, and
- (D) provide any final decision that is contrary to the decision of the library director.

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.**