



Harwinton Public Library

Material Review and Reconsideration Policy

The Library welcomes expressions of opinion concerning materials, programs or displays. Any Harwinton 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. In accordance with Public Act 25-168 Sec. 322, 323 the Harwinton 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.
- 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. Individuals objecting to a title, display, or program must follow all steps of the Material Review and Reconsideration Policy in order for their requests to be considered.
- 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 Management Policy or the Display and Program 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.
- 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.

Review Process:

1. Completed Request for Reconsideration forms are to be submitted to the Library Director. Incomplete forms, forms from persons other than residents, and forms which indicate the entire work has not been read/viewed/listened to will be declined.
2. The Library Director notifies the Library Board that a Request has been submitted.
3. The Library Director reviews the Request with appropriate Library staff, including reading/watching/listening to the entire work if they are not already familiar with it. The Library Director evaluates the challenged material against the Collection Management Policy and makes a written decision on what to do with the challenged material no more than 60 days from the date of receiving such Request. The Library Director shall provide a copy in writing of the decision to the Library Board and to the individual who submitted the Request.
4. A patron who is dissatisfied with the decision made on their Request for Reconsideration may appeal the decision to the Library Board by resubmitting their written Request form to the Board for further consideration.
5. The Library Board, after evaluating the challenged material under the Collection Development and Maintenance Policy, shall consult with the Library Director, State Librarian or their 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 their designee, and the president of the Association of Connecticut Library Boards or their 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. A written statement explaining the final decision and the reasons for it shall be prepared and entered into the minutes of the next Library Board meeting and a copy provided to the complainant.
6. Once a decision has been made on the reconsideration of any library material, such material cannot be subject to a new Request for Reconsideration for a period of three years.
7. Multiple Requests for Reconsideration for the same material may be consolidated into one request.

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 can be found on our website at

<https://www.harwintonlibrary.org/about-us/policies/>

A hard copy may be requested at the Library.

Approved by the Library Board 10/6/2025