

Section 23 REVIEW AND RECONSIDERATION POLICY

The Library welcomes expressions of opinion concerning materials, programs or displays. Waterford residents with a vested interest who wish that a specific item, program or display be reconsidered is asked to complete and submit a **Request for Reconsideration Form**.

In accordance with Connecticut Public Act 25-168 Sec. 322, 323, Waterford 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.
- All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut general statutes
- 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 Waterford 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 Connecticut general statutes.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a Library cardholder to reserve, check out or access, until a final decision is made by the library director.

Review Process:

The library director, along with appropriate staff, will:

1. Review the **Request for Reconsideration Form**
2. Read, view or listen to the challenged material in its entirety
3. 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
4. The library director shall provide a copy of their decision and provide a written response to the individual who submitted the form

The library director may consolidate any requests for reconsideration of the same challenged library material.

Individuals who submitted the Request for Consideration form may appeal, in writing, the decision of the library director. Written appeals must be directed to the president of the Library's Board of Trustees.

The final authority regarding the removal or retention of library materials ultimately resides with the Waterford Public Library's Board of Trustees.

The Library's Board of Trustees, after evaluating the challenged material under the Collection Development and Maintenance Policy, shall:

1. 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 Connecticut's 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
2. Deliberate on such request for reconsideration
3. Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material
4. Provide any final decision that is contrary to the decision of the library director.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The library director shall summarize the previous decision in response to any new request for reconsideration during that three-year period.

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.

Any librarian or staff member of Waterford 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.

Board of Trustees – November 18, 2025