

Middlebury Public Library

Material Review and Reconsideration Policy

Process:

The Middlebury Public Library welcomes expressions of opinion concerning library materials, programs or displays and has established a process for an individual with a vested interest to challenge any library and other educational material, display or program. Individuals residing in Middlebury, CT are asked to complete and submit a Request for Reconsideration of Library Materials form. In accordance with Public Act 25-168 Sec. 322, 323, the library's reconsideration process abides by the following statutory requirements:

- The library has a Request for Reconsideration of Library Materials form that can be submitted to the Library Director by an individual to initiate a review of materials. The form has space for the individual's full legal name, address and telephone number: an individual shall not submit the Request for Reconsideration of Library Materials form without this information included. Reconsider request regarding library resources are limited to individuals residing in Middlebury, CT.
- The materials review and reconsideration process for town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics in accordance with protections against discrimination set forth in section 46a-64 of the general statutes.
- The individual completing a Request for Reconsideration of Library Materials 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.
- 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, the Display Policy, and the Program Policy.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a patron to reserve, check out or access until a final decision is made by the Library Director.
- 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.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

Review Process:

The Library Director, along with appropriate staff, will evaluate the Request for Reconsideration of Library Materials form, read the challenged material in its entirety, evaluate the challenged material against the Collection Development and Maintenance, Display, and Program Policies 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. The Library Director shall provide a copy of the Library Director's decision and report to the individual who submitted the form.

A Middlebury, CT resident who wishes to appeal the Library Director's decision may do so in writing to the Middlebury Library Board of Trustees. The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees. Any appeal of the decision of the Library Director should be directed to the Library Board of Trustees.

After evaluating the challenged material under the Collection Development and Maintenance Policy, the Library Board of Trustees shall consult with (1) the Library Director; (2) the State Librarian or designee; (3) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes; (4) the Connecticut Library Association president or designee; and (5) the Association of Connecticut Library Boards president or designee, who shall then deliberate on the reconsideration request. The Library Board of Trustees must then provide a written statement of the reasons for reconsidering (or refusing to reconsider) the library material and provide any final decision that is contrary to the Library Director's decision.

Once a decision has been made by the Library Director or Library Board of Trustees on the reconsideration of any library material, such material cannot be subject to a new request for a period of three years. The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library material.

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 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.

REVIEWED AND ADOPTED:

This policy is subject to continuous review.

Reviewed by the **CT State Library** on September 8, 2025

Adopted by the **Library Board of Trustees** on October 14, 2025