



RECONSIDERATION OF LIBRARY MATERIALS, DISPLAYS, OR PROGRAMS POLICY AND PROCEDURES

In accordance with Public Act 25-168 Sec. 322, 323 Essex Library Association abides by the following statutory requirements:

Concerns, complaints, or requests to reconsider Essex Library materials, displays or programs may only be made by Essex residents. Concerns about library resources are to be brought to the attention of the Essex Library Director. If the concern is not resolved through discussion with the Director, the complainant will be offered a ***Request For Reconsideration of Library Resources*** form. The form must be completed in its entirety and mailed or delivered to the Library Director to initiate a review of the item, program, display, or resource, in question.

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. No Library materials or display shall be removed, or programs canceled, 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 the material, display, or program. Any process for petitioners to challenge any library material, display, or program shall never favor nor disfavor any group based on protected characteristics.

Library materials, displays, and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Display Policy, or Program Policy.

Upon receipt of the completed Request For Reconsideration of Library Resources form, the following procedures will be followed:

1. The Library Director and the librarian responsible for selecting the material, or other library resource such as programs, displays, or other items or presentations will consider the issues and statements identified in the Reconsideration Request and evaluate the material accordingly. This review will include: reading or viewing the challenged material in its entirety, an evaluation of the reasons for selecting the material using the Collection Development and Maintenance Policy, published professional reviews when available, and the information provided by the complainant.
2. The Library Director will decide whether to retain or withdraw the questioned resource and communicate that decision in writing to the complainant within 60 days of receiving the Reconsideration Request. The Library Director's response will include the procedure for appealing his or her decision. The Library Director may consolidate any requests for reconsideration of the same library material.

3. If the complainant believes the Director's response is inadequate, a written appeal may be made to the Board of Trustees. The appeal will be considered at an open meeting with the Board of Trustees, with comment welcomed from the complainant and other interested Essex residents. No decision on the appeal will be made at that board meeting. After evaluating the challenged material under the Collection Development and Maintenance Policy, the Board of Trustees 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.
4. The Board's decision to retain or withdraw the questioned resource will be made at the next regularly scheduled meeting of the Board of Trustees. Their decision will be communicated in writing to the complainant.

The following guidelines will apply to materials, displays or programs under reconsideration:

- Items will remain available in the Library according to their catalog record and be available for reserve, access, or check out until a final decision is made by the Library Director. Items under reconsideration shall not be removed from the collection or sequestered in any way during the reconsideration process.
- Items that have been previously reconsidered and remain in the collection shall not be reconsidered for 3 years from the date of the last reconsideration process.
- No item shall be removed, excluded, or censored on the sole basis that an individual finds the item offensive.
- All requests for reconsideration will be reported to the Connecticut Library Association's Intellectual Freedom Committee and the American Library Association's Office for Intellectual Freedom.
- The Library Director will handle all requests for reconsideration with understanding, respect, and responsiveness.

5. Any librarian or staff member of the 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.

***Adopted by the Essex Library Board of Trustees
September 15, 2025***



REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Individuals requesting reconsideration must include their full name, address, and telephone number on this form or it will not be accepted.

Name _____ Date _____

Address _____

Email _____ Phone _____

Do you represent yourself? _____

Do you represent an organization? (please identify) _____

1. Resource on which you are commenting:

___Book ___Display ___Movie ___Magazine___Library Program___Music

___Newspaper ___Artwork ___Other (please specify) _____

Title _____

Author/Artist/Producer/Provider _____

2. Specify which portion or portions of the material is objected to and explain the reason for your objection. (Use additional pages, if necessary.)

3. What brought this resource to your attention?

4. Have you examined the entire resource?

5. What concerns you about this resource? [Use additional pages if necessary]

- 5.a What do you believe is the purpose of this resource?

- 5.b For what age group should this resource be recommended? _____

6. Overall, do you believe there is any value in this resource? _____

7. Are there resources you can suggest to provide additional information and/or other viewpoints on this topic? [Use additional pages if necessary]

8. Are you aware of any critical reviews dealing with this work? Please cite review source, author, volume number and/or date of publication and page numbers.
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9. What do you believe may be the result of using this resource?
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10. What would you like the library to do about this resource?

11. Additional comments: _____

Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes.

The Essex Library Association adheres to the principles of the Library Bill of Rights, the Freedom to View and the Freedom to Read statements adopted by the American Library Association. Copies of those documents will be made available free of charge upon request.