

EASTON PUBLIC LIBRARY MATERIAL REVIEW AND RECONSIDERATION POLICY

The Library welcomes expressions of opinion concerning materials, programs or displays. This policy establishes a process for individuals with a vested interest to challenge any Library and other educational material, display, or program. An Easton, CT resident 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, Easton 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.
- 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 process for petitioners 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. An individual shall not submit a request for reconsideration without this information included.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.
- The Library limits consideration of requests to reconsider material, displays, or programs to individual residents of Easton, CT.
- 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.
- The Library Director may consolidate any requests for reconsideration of the same challenged library material.

Review Process:

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

The individual who submitted the Request for Reconsideration Form is permitted to appeal, in writing, the Library Director's decision to the Library Board of Trustees. Any appeal of the decision of the Library Director should be directed to the Library Board of Trustees, who have the final authority regarding the removal or retention of library materials. The 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 the library material, and
- (D) provide any final decision that is contrary to the decision of the Library Director.

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 summarize the previous decision in response to any new request for reconsideration during that three-year time 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 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.

The Library Board of Trustees has made the following policies available on the Library's website, as well as in a policy binder inside the Library:

- Collection Development and Maintenance Policy
- Library Display Policy

- Library Program Policy
- Library Material Review and Reconsideration Policy

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.

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

**EASTON PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION FORM**

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Note: An individual shall not submit a request for reconsideration without all of the above information included.

Do you represent yourself? Y or N

Do you represent an Organization? Y or N

Provide the Name of the Organization: _____

1. Title of Material: _____

Author/Producer: _____

2. Format: Book _____ Other: _____ (please specify) _____

3. In which department did you find this resource? (check one)

Adult _____ Teen _____ Children's _____

4. What brought this resource to your attention?

5. Have you examined the entire resource? Y or N

6. What concerns you about the resource? (use other side or additional pages if necessary)

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

8. Title of Program: _____

9. What concerns you about this program?

10. Title/Type of Display:

11. What concerns you about this display?