

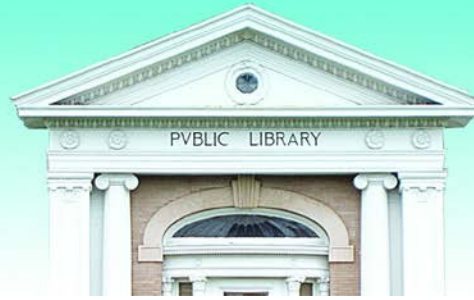
Material Review and Reconsideration Policy

The West Haven library welcomes expressions of opinion concerning materials, programs or displays. A West Haven resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with **Public Act 25-168 Sec. 322, 323** West Haven 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 or the display and program policy.
- The materials review and reconsideration process for library cardholders/city 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.
- **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.**
- 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 executive director.
- **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.**

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Review Process:

The executive 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 to remove the challenged material not later than sixty days from the date of receiving such request. The executive director shall provide a copy of the executive director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Village Improvement Association (Library Board). Any appeal of the decision of the executive director should be directed to the Village Improvement Association.

The Library Board shall:

After evaluating the challenged material under the collection development and maintenance policy 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.

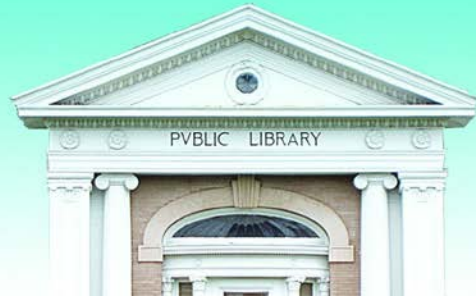
Once a decision has been made by the executive director or other governing board on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for a period of three years. The Executive Director may consolidate any requests for reconsideration of the same challenged library material. The Executive Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

The individual who submitted the request for reconsideration form can appeal, in writing, the executive director's decision to the library board for the library.

The West Haven Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive. **Considerations of**

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requests to reconsider material, displays or programs are limited to individuals residing in the city of West Haven.