

Policy #7

Material Review and Reconsideration Policy

Purpose

The Booth & Dimock Memorial Library honors expression of opinion concerning library materials, programs, and displays. Any Coventry resident or taxpayer may submit a Request for Reconsideration to library staff for any specific item, program, or display they wish to be reconsidered. In accordance with Public Act 12-168 Sec. 322, 323, Booth & Dimock Memorial Library abides by the following statutory requirements:

- No library material or library display shall be removed, or library 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, display, 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 policies.
- The material review and reconsideration process shall neither favor nor disfavor any group based on protected characteristics.
- 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 residents to reserve, check out, or access; and any program will remain exhibited; and any program will remain scheduled 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 Connecticut General Statutes and the Library's Collection Development and Maintenance Policy. Removal, exclusion, or censoring of any library material, display, or program on the sole basis that an individual finds it offensive is prohibited.

Any librarian or library staff member who, in good faith, implements this policy 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.

Review Process

The Library Director, along with appropriate library staff, will:

- Evaluate the request for reconsideration form;
- Read the challenged material in its entirety, or thoroughly review and evaluate the challenged display or program;

- Evaluate the challenged material, display, or program against the Library’s Collection Development and Maintenance Policy, Display Policy, or Program Policy;
- Make a written decision on whether or not to remove the challenged material or display, or cancel the program not later than sixty days from the date of receiving such request;
- Provide a copy of the Library Director’s decision to the individual who submitted the form.

Appeal Process

Any individual who disagrees with the Library Director’s decision may submit a written appeal to the Booth & Dimock Memorial Library Board of Trustees, whose decision is final and who shall:

- 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 Connecticut 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;
- Evaluate the challenged material, display, or program against the Collection Development & Maintenance Policy, Display Policy, or Program Policy.
- Deliberate on such request for reconsideration;
- Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material;
- Make a final decision on the challenged material, display, or program, and;
- Provide a copy of the final decision to the individual who submitted the form.

An item will only be reconsidered once in a three-year period. The Library Director may consolidate any requests for reconsideration of the same challenged library materials and summarize any previous decision in response to new requests within that three-year time period.

Revised September 2025

Revised June 2021

May 2007

April 2000

October 1991



**Booth & Dimock Memorial Library
Request for Reconsideration Form**

Contact Information:

Full Legal Name (Required) _____

Date _____

Library Card Number _____

Address (Required) _____

Are you a Coventry resident or taxpayer? Yes _____ No _____

Email _____

Phone (Required) _____

****In accordance with Public Act 25-168 Sec. 322, 323, forms submitted without providing a full legal name, address, and phone number will not be accepted.****

Material, Display, or Program Information:

Display or Program _____

Author _____

Title _____

Publisher _____

Have you read the entire book, ~~or~~ viewed or listened to the entire medium, or reviewed all information about the display or program? If not, what parts have you?

Have you read our Collection Development and Maintenance Policy, Display Policy, or Program Policy? Yes _____ No _____

To what portion or portions of the item, display, or program do you object and why? Please provide specific explanations of your objections.

For what age group would you recommend the item, display, or program?



Do you feel that there is any merit to the item, display, or program?

Are you aware of any reviews of this item, display, or program by literary and educational professional critics?

What do you believe is the theme of this item, display, or program? _____

What would you like this library to do about this item, display, or program?

In its place, what would you recommend? _____

Reconsideration requests are not confidential patron records under section 11-25 of the Connecticut General Statutes. All Requests for Reconsiderations Forms will be shared with the American Library Association and Connecticut Library Association Intellectual Freedom Committees.

Date _____ Signature _____

Revised September 2025
Revised July 2022



Materials Reconsideration Request Procedures

A patron may request that an item in the Library's collection be reconsidered as to its inclusion in the adult, young adult or children's area.

The Library staff member will:

- a) receive a request from a patron about an item in the Library's collection;
- b) provide the Reconsideration Request for the patron to identify the item;
- c) explain the procedure for the form to be passed on to the Library Director;
- d) reassure the patron that a written response to the request will be provided;
- e) forward the completed form to the Library Director.

The Library Director will:

- a) examine the completed Reconsideration Request prepared by the patron;
- b) gather appropriate review material regarding the purchase of the item in question
- c) write the response to the patron discussing the Reconsideration Request.
- d) inform the President of the Board of Trustees of the completed Reconsideration Request.

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