Woodbury Public Library

Material Review and Reconsideration Policy

Material Review Policy, Review Process, and Resident's Request for Reconsideration Form
The Library adheres to the principles of intellectual freedom as outlined in the First Amendment of the Constitution, and adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. Therefore, the Library makes every effort to provide the community with materials, programs, and displays that reflect a wide range of viewpoints, opinions, and interests.

All library materials are evaluated and made accessible in accordance with the protections against discrimination as set forth in CGA-Section 46a-64 of the general statutes.

The Woodbury Public Library welcomes expressions of opinion concerning materials, programs, and displays. A Woodbury resident with a vested interest who wishes that a specific item, program, or display be reconsidered must complete and submit a Resident's Request for Reconsideration Form. In accordance with Public Act 25-168 Section 322, 323, the Woodbury Public Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be cancelled, because of 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.
- Prohibit the removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive.
- 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 or the display and program policy.
- The material review and reconsideration process shall neither favor nor disfavor any group based on protected characteristics.
- Any Woodbury resident completing the Resident's Request for Reconsideration Form must be specific as to what the objections are and provide explanation.
- It should be noted that reconsideration requests are not confidential patron records under Section 11-25 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 Library Director.

Review Process
The Library has a Resident's Request for Reconsideration Form that must be completed by Woodbury residents who have issue with materials in the Library's collection, a program, or

display, and/or who just want to be heard. Only Woodbury residents may ask the Library to reconsider materials, programs, or displays.

Prior to submission of a completed form, the resident must have read, viewed, or listened to the material in its entirety. Only Woodbury residents supplying their complete contact information on the form will be considered.

The Library Director 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.

In the event that the resident is not satisfied with the action taken, the patron may appeal in writing, and ask to be placed on the Library Board of Trustees meeting agenda, who will review the findings. At the meeting, the Library Board of Trustees reserves the right to limit the length of public comments.

The Board, 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.

A resource that has previously been reconsidered by request shall be exempt from any additional requests for reconsideration for three years following the decision of the material being retained in the Library. The Library Director will summarize the previous decision in response to any new request for reconsideration. Multiple requests for reconsideration of the same material may be consolidated by the Library Director.

The Director, and all librarians and staff members who, in good faith, implement 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.

This policy is available in the Library and is housed on the Woodbury Public Library Website:
https://woodburylibraryct.org/policies

Revised 09/30/2025
BOS 10/23/2025
LBOT 11/07/2025

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

Woodbury Public Library
Resident's Request for Reconsideration Form

To request a reconsideration of a library resource, Woodbury residents must complete and return this form. Only forms from Woodbury residents supplying their complete contact information will be considered. The Library Director will appoint a committee of professional librarians to review the materials. After thorough review, you will be notified of the outcome. It should be noted that reconsideration requests are not confidential patron records under section 11-25 of the general statutes. Thank you for taking the time to express your opinion.

Title of Item or Name of Program or Book Display

Name of Author/Producer/Presenter

Did you read, view, or listen to the entire item/program? **Yes** ☐ **No** ☐

Did you read the Library's Collection Development and Material Review policies? Yes ☐ **No** ☐

Do you represent yourself?_____ Or an organization?_____ Name of organization_____

What type of resource is the item?

☐ Book/EBook/Audiobook ☐ DVD/Film ☐ Music/Recording ☐ Magazine/Newspaper ☐ Program

Please answer the following questions: ☐ Artwork ☐ Book Display

1. How was this material brought to your attention?

2. What did you find objectionable about the material? Please note specific elements and references, and include page numbers, disc numbers, if possible.

3. Did you find anything positive about the material? Please note specific elements and references, and include page numbers, disc numbers, if possible.

4. Do you have a recommendation of another similar and comparable resource that could make a quality alternative? If so, please list.

5. What specific recommendations are you making to the Library regarding this material/item?

Name_____Library Card No._____

Address_____Phone ( ) _____

City/State/Zip Code_____Email_____

Signature_____Date_____

Received by _____ Date_____