

Library Material Review and Reconsideration Policy

The Old Lyme-Phoebe Griffin Noyes Library recognizes the importance of public feedback regarding Library collections and services. To this end, the Library has established a process for individuals with a vested interest to challenge anything in the Library's physical or digital collections, Library displays, or Library programs. Old Lyme residents may request the reconsideration of a specific item, program, or display (hereinafter "materials") by completing the *Reconsideration Form* found on page three of this policy.

All materials submitted for reconsideration will be evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes. All materials will be reviewed per the criteria set forth in the *Collection Development and Maintenance Policy*, the *Display Policy*, and *Program Policy*. These policies prohibit the removal, exclusion, or censoring of any material, including books, on the sole basis that an individual finds such materials offensive.

Furthermore, in accordance with Public Act 25-168 Sec. 322, 323, the Old Lyme-Phoebe Griffin Noyes 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 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 town 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.¹
- 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.

Upon receipt of a completed *Reconsideration Form*, the Library Director will review the request and evaluate the material in question per the criteria established in the *Collection Development and Maintenance Policy* or the *Display and Program Policy*. The Library Director will read, view, or listen to library materials in their entirety as part of the evaluation process. The Library Director will render a written decision to the individual listed on *Reconsideration Form* within sixty days of receipt. The

¹ The Old Lyme-Phoebe Griffin Noyes Library elects to report all requests for reconsideration to the Connecticut Library Association's Intellectual Freedom Committee and the American Library Association's Office for Intellectual Freedom.

Library Director will handle all requests for reconsideration with understanding, respect, and responsiveness.

If the individual is not satisfied with the Director's decision, they may appeal in writing to the Board of Trustees.

In the event of an appeal, the Board of Trustees shall:

- a) review the material in question per the criteria established in the *Collection Development and Maintenance Policy*, the *Display Policy*, or the *Program Policy*;
- b) 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;
- c) deliberate on such a request for reconsideration;
- d) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library item;
- e) and 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 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 may consolidate any requests for reconsideration of the same challenged library material. In the event of consolidation, all listed individuals will receive written decisions.

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.

This policy is in accordance with Public Act 25-168 Sec. 322, 323. This policy is posted on the Old Lyme-Phoebe Griffin Noyes website (oldlymelibrary.org), and copies are available in the Library.

Adopted by the Board of Trustees October 14, 2025



Request for Reconsideration Form

*Date _____ *Legal Name _____
*Address _____
*City _____ *State/Zip _____
*Phone _____ Email _____

**required fields*

Resource on which you are commenting:

- ☐ Book/e-book ☐ DVD ☐ Audio Recording ☐ Magazine ☐ Newspaper
☐ Digital Resource ☐ Program ☐ Display
☐ Other _____

Title _____

Author/Producer/Speaker _____

What brought this resource to your attention? _____

Have you examined the entire resource? If not, what sections did you review?

Which portion or portions of this resource do you object to and why?

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

What action are you requesting the Library consider?
