

RUSSELL LIBRARY REQUEST FOR REVIEW OR RECONSIDERATION OF A LIBRARY RESOURCE

The Russell Library Board of Trustees and the Library Director uphold the [First Amendment](#), the [Library Bill of Rights](#), and the American Library Association's [Freedom to Read](#) and [Freedom to View](#) statements by allowing individuals to freely access resources and make their own informed decisions. The Russell Library seeks to provide access to information and ideas for all people living within the community. For more information about the selection process, please refer to Russell Library's full [Resources Selection Policies](#).

Even though parts of resources may be found by some to be objectionable because of language, stereotypes, or beliefs, an item may be acceptable if on the whole the work meets selection criteria. Resources found to contain plagiarism, misstatements, factual inaccuracies, or scant documentation will be reviewed carefully before purchase and may be reevaluated after acquisition.

Requests for review or reconsideration of a library resource should be submitted in writing using the "Request for Review or Reconsideration of a Library Resource" form, which is available at library service desks and [online](#). Only fully completed forms submitted by Middletown resident library card holders will be considered. Forms submitted anonymously, by groups, or by non-residents or those which are incomplete will not be considered. Resident card holders may submit one request at a time, must give their full name and contact information and their reason in detail, and have personally examined the resource. If a resident card holder cannot fill out the form without assistance, they may request assistance at a library service desk for this purpose. Submitted forms will be reviewed by the librarian(s) responsible for the impacted collection(s) in collaboration with the Library Director, who will reply in writing.

The decision of the Library Director may be appealed to the Library Board of Trustees. The decision of the Board will be final unless overruled by a court of competent authority.

Requests for review or reconsideration of a library resource will not be considered repeatedly. After a final decision is made, a material need not be considered again through this process for a period of three (3) years.

The Library will not label library resources to indicate their political, religious, or social point of view or controversial nature.

The Library recognizes parents and legal guardians as the parties responsible for the reading, listening, and viewing choices of their children. The selection of resources for the adult collection is not restricted by the possibility that children may obtain resources their parents or guardians consider inappropriate. Restrictions on access to resources may be imposed by the Library. Consult the current [Circulation Policy](#) for any restrictions.

If you wish to request a review or reconsideration of a library resource, please complete and return the attached form to a staff member or mail it to:

Russell Library Director
123 Broad Street
Middletown CT 06457

RUSSELL LIBRARY REQUEST FOR REVIEW OR RECONSIDERATION OF A LIBRARY RESOURCE FORM

Date _____

First Name _____

Last Name _____

Library Card # _____

Street Address _____

City **Middletown** **State** **CT**

Zip Code _____

Phone _____

1. Resource on which you are commenting:

- ☐ Book
- ☐ Magazine
- ☐ Newspaper
- ☐ Audiovisual resource
- ☐ Library program
- ☐ Display / exhibit
- ☐ Electronic resource / internet (please specify) _____
- ☐ Other not listed above (please specify) _____

Title _____

Author / producer _____

Year of publication _____

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2. What brought this resource to your attention?

3. Have you examined the entire resource (e.g. read the work in its entirety, watched the entire film)?

4. What concerns do you have about the resource? (Use additional pages if necessary)

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

6. What action are you requesting the Library take regarding this resource?

Signature _____

By signing above, I acknowledge that I have read the policy attached to this form, I understand the purpose of this form, and I affirm that parents have the right to educate their own children about the books and materials that may be best for them.

Date _____

Adapted from: Office For Intellectual Freedom. Intellectual Freedom Manual. (American Library Association, 1996)

Approved 4/15/2025

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