

RUSSELL LIBRARY REQUEST FOR REVIEW OR RECONSIDERATION OF A LIBRARY RESOURCE

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](#). In accordance with Public Act 25-168 Sec. 322, 323 Russell 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. 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 or Program Policy. 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, display, or program 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. Reconsideration requests are not confidential patron records under [Section 11-25 of the Connecticut General Statutes](#). Forms submitted anonymously, by groups, or by non-residents or those which are incomplete will not be considered. Resident library card holders may submit one request at a time, must give their full name and contact information and their reason in detail, must have personally examined the resource, must specify which portion or portions of such material the individual objects to and provide an explanation of the reasons for such objection. If a resident library 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. They shall 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, display, or program not later than sixty days from the date of receiving such request. The Library Director shall provide a copy of their decision and report to the individual who submitted the form.

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. Under no circumstances will a library material be removed, excluded, or censored on the sole basis that an individual finds such material offensive.

The decision of the Library Director may be appealed, in writing, to the Library Board of Trustees. The Board, after evaluating the challenged material under the Collection Development and Maintenance Policy, shall consult with:

- the Library Director;

- the State Librarian, or State Librarian's designee;
- A representative of the cooperating library service unit as defined in [Section 11-9e of the Connecticut General Statutes](#); and
- The President of the Connecticut Library Association, or the President's designee.

The above listed parties shall deliberate on the 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. Said decision will be final unless overruled by a court of competent authority.

This process will neither favor nor disfavor any petitioner based on protected characteristics.

Requests for review or reconsideration of a library resource will not be considered repeatedly. In the event that multiple petitioners request reconsideration of the same challenged library material, the Library Director may consolidate those requests. After a final decision is made, a material shall 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.

Any librarian or staff member who, in good faith, implements the policies described in 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.

The Russell Library supports the "[Library Bill of Rights](#)," the "[Freedom to Read](#)," and the "[Freedom to View](#)" statements adopted by the American Library Association.

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

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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. Which portion or portions of this resource do you object to? Please provide an explanation of the reasons for your objection. (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

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