

**Putnam Public Library**  
**Library Material Review and Reconsideration Policy**

The library welcomes expressions of opinion concerning materials, programs or displays. A Putnam resident with a vested interest who wishes that a specific library and other educational material, program or display be reconsidered is asked to complete and submit a Request for Reconsideration of Library Materials, Displays or Programs form. In accordance with Public Act 25-168 Sec. 322, 323 the Putnam Public 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 legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The Request for Reconsideration of Library Materials, Displays or Programs form can be submitted to the library by an individual resident of Putnam to initiate a review of materials. The materials review and reconsideration process for town residents to challenge any library material, display or program shall never favor nor disfavor any group based on protected characteristics. Consideration of requests to reconsider material, displays or programs is limited to individuals residing in Putnam.
- 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.
- 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.
- 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.
- The Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

## Review Process

The library director will evaluate the Request for Reconsideration of Library Materials, Displays or Programs 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.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees. Any appeal of the decision of the library director should be directed by the individual in writing to the Library Board of Trustees.

The Library Board, after evaluating the challenged material under the collection development and maintenance policy 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 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,
- who shall deliberate on such 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 additional requests for reconsideration for three years following being retained in the library's collection despite a formal request for reconsideration. The library director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period. The library director is permitted to consolidate any requests for reconsideration of the same challenged library material.

Any librarian or staff member of the 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.

Adopted by the Library Board of Trustees on September 22, 2025

**Putnam Public Library**  
**Request for Reconsideration of Library Materials, Displays or Programs**

Please include your full name, address and telephone number on this form or it will not be accepted.  
All requests must be from an individual residing in Putnam.

Date submitted: \_\_\_\_\_

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_ (Putnam resident only) \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Print Book \_\_\_\_\_ DVD \_\_\_\_\_ Magazine \_\_\_\_\_ Audio Recording \_\_\_\_\_ Music \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Digital Resource \_\_\_\_\_ Display \_\_\_\_\_ Library Program \_\_\_\_\_ Newspaper \_\_\_\_\_ Artwork

Title: \_\_\_\_\_

Author/Producer/Provider: \_\_\_\_\_

Specify which portion or portions of the material is objected to and explain the reason for your objection. (Use additional pages, if necessary.)

What brought this resource to your attention?

Have you read or viewed the material in its entirety? Y N

What concerns you about this material? (Use additional pages, if necessary.)

What do you believe is the purpose of this material?

For what age group should this material be recommended?

Overall, do you think there is any value in this material?

Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

Are you aware of any critical reviews dealing with this material? List here, or provide as an attachment.

Why do you feel your negative feelings about this work should prevent other members of the Putnam community, who may not share your concerns, from accessing this material?

What action are you requesting the library consider concerning this library material, display or program?

Please sign and date below and return this form to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process. Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes.

Signature\_\_\_\_\_Date\_\_\_\_\_