

HALL MEMORIAL LIBRARY

Review and Reconsideration Policy

Policy

The Hall Memorial Library welcomes expressions of opinions concerning materials, programs or displays provided by the Library. Any Ellington resident with a vested interest, that has any objections, is welcome to discuss their concerns with the Library Director and submit a formal request for review and reconsideration. While this patron may have objections, the Library recognizes the need to serve the entirety of the community. Parents and legal guardians are responsible for the materials selected by their children as well as the programs that they may attend and the displays they may view.

Should any Ellington resident choose to proceed with a formal request, they may fill out a Request for Review and Reconsideration Form, which can be found on the Hall Memorial Library website on the Policies section, or in print upon request at the library. For information regarding how decisions are made to select materials, please review our Collection Development and Maintenance Policy. For information regarding how decisions are made to create programs, please review our Library Programming Policy. For information regarding how decisions are made to create displays within the library, please review our Library Displays Policy. All of these policies can be found on the [Policies section](#) of the website, or in print upon request at the library.

Materials, programs, and displays are evaluated and made accessible in accordance with the protections against discrimination set forth in [Section 46a-64 of the Connecticut General Statutes](#).

When making a decision for reconsideration, the Library Director and the Board of Library Trustees will use the Library's [Mission Statement](#), the appropriate Library policies, and the guiding principles of the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#).

Statutory Requirements Under [Public Act 25-168 Section 323](#)

- 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, the Library Programming policy, or the Display and Exhibits policy.

- Any process for petitioners to challenge any library material, display or program shall never favor nor disfavor any group based on protected characteristics.
- A request for reconsideration form must specify which portion or portions of such material, program, or display the individual objects to and provide an explanation of the reasons for such objection.
- The request for reconsideration form has space for an individual's full legal name, address and telephone number. An individual shall not submit a request for review and reconsideration without this information included.
- Review and reconsideration requests are not confidential patron records under [Section 11-25 of the Connecticut General Statutes](#).
- Any library material being reviewed must 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

Procedure

For questioned library materials, the Library Director, along with appropriate staff, will:

- Evaluate the request for reconsideration form
- Read the material in its entirety
- Evaluate the material against the Collection Development and Maintenance Policy
- Make a written decision on whether or not to remove the materials within 60 days from the date of receiving such request
- Provide a copy of his or her decision to the individual who submitted the request

For questioned library programs, the Library Director, along with appropriate staff, will:

- Evaluate the request for reconsideration form
- Review the description of the program supplied by the library staff person, or hired performer or instructor planning it
- Evaluate the program against the Library Programming Policy
- Make a written decision on whether or not to cancel the program within 60 days from the date of receiving such request, assuming that the program has not already occurred
 - Provide a copy of his or her decision to the individual who submitted the request

For questioned library displays, the Library Director, along with appropriate staff, will:

- Evaluate the request for reconsideration form
- Review the display in its entirety
- Discuss the intended interpretations of the display with the staff person or library patron that created it

- Evaluate the display against the Library Display Policy
- Make a written decision on whether or not to remove the display from the library within 60 days from the date of receiving such request
- Provide a copy of his or her decision to the individual who submitted the request

An appeal of the decision of the Library Director should be directed, in writing, to the Library Board of Trustees.

The Library Board shall:

- Consult with the Library Director; the State Librarian or their 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 their designee; he President of The Association of Connecticut Library Boards or their designee.
- Deliberate on the request for reconsideration
- Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library materials, program or display and
- Provide any decision that is contrary to that of the Library Director

Once a decision has been made by the Library Director, or the Board of Library Trustees, on the reconsideration of any library material, program, or display, such material, program, or display cannot be subject to a new request for reconsideration for a period of three years.

The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library, materials, program or display.

It is prohibited to remove, exclude or censor any book, program or display on the sole basis that an individual finds it offensive.

Any librarian or staff member of the Hall Memorial Library who, in good faith, implements the policies described herein, 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.

9/2025

Approved by State Library 9/18/2025

LBOT 10/14/2025