

DANBURY PUBLIC LIBRARY
CHALLENGED MATERIALS PROCEDURE AND PETITION FOR RECONSIDERATION OF
LIBRARY MATERIAL

The Danbury Library welcomes expressions of opinion concerning materials, programs or displays and has an established process for individuals with a vested interest to challenge any library and other educational material, display or program. A Danbury resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Request for Reconsideration Form. The form requires that the individual initiating the reconsideration to specify which portions of such material the individual objects to, and provide an explanation of the reasons for such objection. Such individual shall not submit a request for reconsideration form without including their full legal name, address, and telephone number. Requests to reconsider material, displays or programs are limited to individuals residing in Danbury.

Such individual shall not submit a request for reconsideration form without including their full legal name, address, and telephone number. In accordance with **Public Act 25-168 Sec. 322, 323**, Danbury 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 pedagogical purposes or 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 library cardholders/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.
- 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 Board of Trustees and Director.

REVIEW PROCESS:

The library director, along with appropriate staff, will 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 no later than sixty days from the date of receiving the request. The final authority regarding the removal or retention of library materials ultimately resides with the Danbury Library Board of Trustees and Director. The library director shall provide a copy of their decision and report to the individual who submitted the form. The individual shall not submit a request for reconsideration form without including their legal full name, address, and telephone number. Material subject to a complaint shall not be removed from use and circulation pending final action and will still be available for patrons to reserve, check-out or access until a final decision is made.

Any appeal of the decision of the library director should be directed to the Library Board.

The Library Board 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,
- 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.

The individual who submitted the request for reconsideration is permitted to appeal, in writing, the Library Director's decision to the Board of Directors. The Board, after evaluating the challenged material under the collection development and maintenance policy, shall consult with the Library Director, the State Librarian or the State Librarian's designee, a representative of the cooperative library service unit, as defined in section 11-9e of the CT 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. The parties will deliberate on such requests for reconsideration and 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. The library director shall provide a copy of their decision and report to the individual who submitted the form.

Once the decision is made by the library director or other governing board on the reconsideration of library material, such material cannot be subjected 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 material.

Any library material being challenged shall 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.

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 is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such material offensive. No library material, display or program shall be removed from the library, or programs 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 pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy. Removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited. Any librarian or staff member of the 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 proceedings that result from such implementation. Any librarian or staff member may bring an action for emotional distress, defamation, libel, slander, or damage to reputation against a person who harasses such librarian or staff member for implementing this policy.

TIMELINE AND COST

The process of reconsideration may take up to sixty days' time dependent upon the Board of Directors forthcoming meeting schedule and when the petition for reconsideration form is received by the Library Director by the complainant.

Each member of the Board of Directors, as well as the Library Director, Assistant Director and challenged material staff selector will be entitled to have a copy of the challenged materials purchased for them to read, listen to or watch. The cost of a material reconsideration by the Library Board of Directors is estimated to cost the City of Danbury upwards of \$1,000 depending upon the type, format, and length of material being questioned.

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.

1. Request initiated by: _____
2. Address: _____
3. City: _____ Zip Code: _____
4. Phone: _____ Email: _____
5. Patron represents: Self ____ Group ____ Name of Group _____

Author/Producer/Performer: _____

6. Title: _____
7. Publisher: _____
8. Original Date of Publication: _____
9. To what material do you object? (Please be specific: list pages, etc.)

10. Did you read/listen/view the material in full?

11. Who would be negatively impacted by this material and how? (Citation and evidence required.)

12. Explain how the material fails to meet Intellectual Freedom standards.

13. Would you recommend this material for any particular age group?

14. What age?

15. What positive qualities does this material present?

16. Are you aware of the judgment of this material by critics? (Cite sources).

17. What would you like your library to do about this material?

18. What would you replace this library material with? (Include Titles and Professional Reviews of materials)

Signed _____

Dated _____

*Forms that are not signed will be void.

Approved by Library Board of Directors, 9/14/23, rev 10/9/25