

Review and Reconsideration Policy

The Review and Reconsideration Policy of the Welles-Turner Memorial Library (WTML or “the Library”) exists to provide guidelines for the reconsideration of library materials, programs, or displays created or approved by WTML library staff, and to inform the public about the principles and criteria upon which these decisions are made. It is intended to ensure that all members of the public are provided with consistent and equitable services from the Library.

The Library welcomes expressions of opinion concerning materials, programs, or displays. A Town of Glastonbury resident who wishes that a specific item, program, or display found at WTML be reconsidered is asked to complete and submit a Reconsideration Form.

In accordance with Public Act 25-168 Sec. 322, 323 Welles-Turner Memorial 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 library practices as adopted in the Collection Development Policy, the Program Policy, and/or the Library Display Policy.
- The materials review and reconsideration process for 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 be signed, and include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the Connecticut General Statutes.
- Any library material being reconsidered 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. Any program or display being reconsidered will remain active until a final decision is made by the Library Director, or the Library Board, in the case of an appeal.

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 Library 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 Library Director has discretion to consolidate requests for reconsideration of the same challenged library material.

The final authority regarding the removal or retention of library materials, programs, or displays ultimately resides with the Library Board. Any person requesting reconsideration after denial by the Library Director may file a written appeal to the Library Board. Any appeal of the decision by the Library Director should be directed to the Library Board within three weeks of receiving the Library Director's decision.

The Library Board shall:

1. Review the Library's Policies as they apply to the request,
2. 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 Connecticut 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,
3. Deliberate on such request for reconsideration,
4. Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
5. Provide any final decision that is contrary to the decision of the Library Director.

Once a decision has been made by the Library Director and/or the Library Board on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for a period of three years. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period. 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.

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 proceeding that results from such implementation.

Patron Procedures for Reconsideration of Library Resources

Glastonbury residents requesting reconsideration of any Library resource should:

1. Review a copy of the relevant policy (Collection Development, Program, or Display Policy).
2. Speak with a Librarian in whose department the material, program, or display originated / or is the primary intended audience (Children's Librarian, Teen Librarian, or the Adult Services Librarian) about their concerns.
3. If the patron wishes to formally recommend the reconsideration/exclusion of a program from the calendar after speaking with a staff member, they should submit a signed copy of the appropriate Reconsideration Request Form (Appendix A, B, and C) to the Library Director.

Request to reconsider a part of the Library Collection: Request for Reconsideration – Library Materials (Appendix A)

Request to reconsider a library program or Event: Request for Reconsideration – Library Program (Appendix B)

Request to reconsider a library display or item within a display: Request for Reconsideration – Library Display (Appendix C)

Appendix A



Town of Glastonbury – Welles-Turner Memorial Library Request for Reconsideration - Library Materials

The responsibility for the selection and evaluation of Library resources ultimately falls on the Library Director, and reconsideration procedures have been put in place for the Library and, if necessary, the Library Board, to address any concerns about those resources. The completion and submission of this form is the first step in those procedures. If you wish to submit a Request for Reconsideration about a library resource, please return the completed form to: Library Director, Welles-Turner Memorial Library, 2407 Main St., Glastonbury, CT 06033. *Only **one resource per form** may be listed.*

Upon receipt of this form, the Library Director will review your submission in accordance with the Library's Statement of Concern Policy.

Date:

Name*:

Address*:

Telephone*:

Email:

** Per Public Act 25-168 Sec. 322, 323, an individual shall not submit a request for reconsideration without this information included.*

Do you represent a particular organization or group in this concern? If so, please identify:

Please supply the following information, as applicable, on the resource of concern:

Title:

Author:

Format (book, magazine, video, audio recording, etc.):

Publisher:

Publication Date:

URL (online address):

Have you read / viewed / listened to the work in its entirety? If not, how much of the work have you read / viewed / listened to? How recently?

Please specify what passage or aspect of the item to which you take exception. Please be as specific as possible and include citations when possible:

Please explain or describe how this passage/aspect was brought to your attention:

Please explain the theme, intent, or focus of this particular work in your own words. Please be as specific as possible.

Who do you believe is the intended audience for this particular work?

What do you think would be the result of reading / viewing / listening to this particular work? Please explain in detail.

Did you consult any published reviews concerning this work? If so, please list as many as you can.

What action would you recommend to the Library so as to provide a resolution? Please explain in detail.

Signature

Date

Your signature indicates that the opinions and information expressed in this form are your own and that the information provided in this form has been provided without any influence or guidance by another individual and/or organization.

* * *

Staff Use:

Received on _____ by _____
Date Staff Name

Received by the Library Director on _____
Date

Reviewed by the Library Director on _____ and response mailed on _____
Date Date

Appendix B



Town of Glastonbury – Welles-Turner Memorial Library Request for Reconsideration - Library Program

The responsibility for the selection and evaluation of Library Programs ultimately falls on the Library Director, and reconsideration procedures have been put in place for the Library and, if necessary, the Library Board, to address any concerns about those programs. The completion and submission of this form is the first step in those procedures. If you wish to submit a statement of concern about a library resource, please return the completed form to: Library Director, Welles-Turner Memorial Library, 2407 Main St., Glastonbury, CT 06033. *Only **one program per form** may be listed.*

Upon receipt of this form, the Library Director will review your submission in accordance with the Library's Statement of Concern Policy.

Date:

Name*:

Address*:

Telephone*:

Email:

** Per Public Act 25-168 Sec. 322, 323, an individual shall not submit a request for reconsideration without this information included.*

Do you represent a particular organization or group in this concern? If so, please identify:

Please supply the following information, as applicable, on the Library Program of concern:

Program Title:

Presenter (if applicable):

Program Date:

Published Intended Audience (Adults, Children, Teens, Families):

Where you saw the program advertised:

Have you read the program description as written by the Library on its official calendar in its entirety?

Did you attend the entire program? If not, what part(s) did you attend?

What are your concerns about this Library Program? Please be as specific as possible:

Please explain or describe how this Library Program was brought to your attention:

Did you share your concerns with Library staff at the program? What was their response?

What, in your opinion, were the positive aspects of this program?

What do you think would be the result of participating / viewing / listening to this particular work? Please explain in detail.

What program(s) would you recommend to replace or supplement this program?

What action would you recommend to the Library so as to provide a resolution? Please explain in detail.

Signature

Date

Your signature indicates that the opinions and information expressed in this form are your own and that the information provided in this form has been provided without any influence or guidance by another individual and/or organization.

* * *

Staff Use:

Received on _____ by _____
Date Staff Name

Received by the Library Director on _____
Date

Reviewed by the Library Director on _____ and response mailed on _____
Date Date

Appendix C



Town of Glastonbury – Welles-Turner Memorial Library Request for Reconsideration - Library Display

The responsibility for the selection and evaluation of Library Displays ultimately falls on the Library Director, and reconsideration procedures have been put in place for the Library and, if necessary, the Library Board, to address any concerns about those displays. The completion and submission of this form is the first step in those procedures. If you wish to submit a statement of concern about a library display, please return the completed form to: Library Director, Welles-Turner Memorial Library, 2407 Main St., Glastonbury, CT 06033. *Only **one display per form** may be listed.*

Upon receipt of this form, the Library Director will review your submission in accordance with the Library's Statement of Concern Policy.

Date:

Name*:

Address*:

Telephone*:

Email:

** Per Public Act 25-168 Sec. 322, 323, an individual shall not submit a request for reconsideration without this information included.*

Do you represent a particular organization or group in this concern? If so, please identify:

Please supply the following information, as applicable, on the Library Display of concern:

Library Display Title:

Display location within the Library / Community:

Date you viewed the display:

Specific Items/Resources within the display that were of concern:

Did you view the complete display in its entirety?

Please specify the aspect of the Library Display to which you take exception. Please be as specific as possible:

Please explain or describe how this Library Display was brought to your attention:

Please explain the theme, intent, or focus of the display in your own words. Please be as specific as possible.

Who do you believe is the intended audience for this particular display?

What do you think would be the result of participating / viewing / listening to this particular display? Please explain in detail.

What action would you recommend to the Library so as to provide a resolution? Please explain in detail.

Signature

Date

Your signature indicates that the opinions and information expressed in this form are your own and that the information provided in this form has been provided without any influence or guidance by another individual and/or organization.

* * *

Staff Use:

Received on _____ by _____
Date Staff Name

Received by the Library Director on _____
Date

Reviewed by the Library Director on _____ and response mailed on _____
Date Date