

**CASE MEMORIAL LIBRARY**  
**PETITION FOR RECONSIDERATION OF**  
**LIBRARY MATERIAL, PROGRAM OR DISPLAY**

The Case Memorial Library welcomes expressions of opinion concerning materials, programs or displays. 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 Case Memorial Library abides by the following statutory requirements:

- Establish a process for individuals with a vested interest to challenge any Library and other educational material, display, or program
- The reconsideration of materials, displays or programs are limited to individuals residing in the Town of Orange which the Library is located.
- Require that 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
- Require that 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
- Require that any process for petitioners to challenge any Library material, display or program shall never favor nor disfavor any group based on protected characteristics
- Has a request for reconsideration form that can be submitted to the Library by an individual to initiate a review of materials
- Request for reconsideration form must specify which portion or portions of such material the individual objects to and provide an explanation of the reasons for such objection.
- Request for reconsideration form has space for individual's full legal name, address and telephone number. The form must state that an individual shall not submit a request for reconsideration without this information included.
- Acknowledge that reconsideration requests are not confidential patron records under section 11-25 of the Connecticut General Statutes
- Require that any Library material being challenged 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
- Outlines the process that requires the Library Director to 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 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.
- Permit the individual who submitted the request for reconsideration form to appeal, in writing, the Library Director's decision to the Library Commission.

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- The Library Commission, after evaluating the challenged material under the collection development and maintenance policy shall consult with the Library Director, State Librarian, or State Librarian's 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 the president's designee, and the president of the Association of Connecticut Library Boards, or the president's designee who shall deliberate on such a 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.
- Provide that once a decision has been made by the Library Director or the Library Commission or other governing 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.
- Permit a Library Director to consolidate any requests for reconsideration of the same challenged Library material.
- Prohibit the removal, exclusion or censoring of any materials on the sole basis that an individual finds such book offensive.
- Any staff librarian or staff member of the Case Memorial 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.

### **REVIEW PROCESS**

Complaints about items already in the collection will be referred to the appropriate staff member who will try to resolve the issue in person with the complaining party. If the matter cannot be resolved to the complainant's satisfaction, he or she will be invited to discuss it further with the Library Director. If it is still not satisfactorily resolved, he or she may obtain a "Petition for Reconsideration of Library Material, Program or Display" form (copy attached) from the Library Director. The complainant may complete the form and mail or deliver it to the Library Director who will present it at the next Library Commission meeting. Members of the Library Commission will read, listen to or watch the material and, by majority vote of those present at the meeting, will decide whether or not the material is to remain in the collection. Their decision will be final.

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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 the town.

Please note the patron requesting reconsideration of Library material will be given a packet of documents that includes the Library's Collection Development and Maintenance Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available at the Information Desk and must be picked up in person.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

1. Patron represents: Self \_\_\_\_ Group \_\_\_\_ Name of Group (please identify) \_\_\_\_\_

2. Resource on which you are commenting:

- |   |  |
|---|--|
| <input type="checkbox"/> Book                         | <input type="checkbox"/> Library Program |
| <input type="checkbox"/> Display                      | <input type="checkbox"/> Music           |
| <input type="checkbox"/> Movie                        | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Magazine                     | <input type="checkbox"/> Artwork         |
| <input type="checkbox"/> Other (please specify) _____ |  |

3. Title: \_\_\_\_\_

4. Author/Artist/Producer/Performer/Provider: \_\_\_\_\_

5. Publisher: \_\_\_\_\_

6. To what material do you object and why? (Please be specific: list pages, etc. Use additional pages, if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What brought this resource to your attention? \_\_\_\_\_  
\_\_\_\_\_

8. Have you read or viewed the material in its entirety? \_\_\_\_\_ Yes \_\_\_\_\_ No

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9. What concerns you about this material? (Use additional pages, if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
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10. What do you believe is the purpose of this material? \_\_\_\_\_  
 \_\_\_\_\_
11. Overall, do you think there is any value in this material? \_\_\_\_\_  
 \_\_\_\_\_
12. What do you feel might be the result of this material? \_\_\_\_\_  
 \_\_\_\_\_
13. Would you recommend this material for any particular age group? \_\_\_\_\_  
 What age? \_\_\_\_\_
14. Are you aware of the judgment of this material by critics? List here, or provide as an attachment. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Are there resources you can suggest providing additional information and/or other viewpoints on this topic? \_\_\_\_\_  
 \_\_\_\_\_
16. Why do you feel your negative feelings about this work should prevent other members of the Orange community, who may not share your concerns, from accessing this material? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
17. What would you like your Library to do about this material? \_\_\_\_\_  
 \_\_\_\_\_

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 \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Decision \_\_\_\_\_ Response date \_\_\_\_\_