

## **Ledyard Public Library**

### **Material Review and Reconsideration Policy**

#### **I. Purpose**

The Ledyard Public Library affirms every individual's right to access ideas and information representing a wide range of viewpoints. The Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement (attached at the end of this policy). In accordance with Connecticut General Statutes §46a-64, the Library ensures equitable access to materials without discrimination.

In accordance with Public Act 25-168, Sec. 322–323, the Library abides by all statutory requirements governing the review and reconsideration of library and educational materials, displays, and programs.

The Library's collections, displays, and programs are curated by trained professionals to reflect the diverse interests, informational needs, and values of the Ledyard community. A strong collection represents multiple perspectives, even when some of the material may be considered controversial.

#### **II. Guiding Principles**

The selection of library materials, displays, and programs is carried out according to professional standards and guided by the Library's Collection Development and Maintenance Policy and Display and Program Policy. Materials are not chosen or excluded on the basis of anticipated approval or disapproval by individuals or groups.

The Library recognizes that while certain materials may be objectionable to some, others may find them valuable. Patrons are free to make their own choices regarding what they use, but no individual may impose restrictions on others.

Responsibility for children's and adolescents' use of library materials rests entirely with parents or legal guardians. The Library will not limit its selection or accessibility of materials due to the possibility that minors may encounter them.

#### **III. Reconsideration Requests**

In accordance with Public Act 25-168, Sec. 322–323, any resident of the Town of Ledyard with a vested interest may formally request the reconsideration of library materials, displays, or programs. To do so, the individual must speak with the Library Director and request a Request for Reconsideration Form. This form provides a structured way for patrons to express their concerns, ensuring that the Library can review them systematically and respectfully.

Only Ledyard residents may submit such requests. A completed form must identify the specific material, display, or program in question, indicate the portion or portions considered objectionable, and provide a clear explanation of the objection. The requester must also include their full legal name, address, and telephone number. Forms that are incomplete or missing any of this required

information will not be accepted. Additionally, it should be noted that these forms are public records and are not considered confidential patron records under Connecticut General Statutes §11-25.

#### **IV. Standards for Removal or Exclusion**

The Library will not remove or cancel any material, display, or program solely because of the origin, background, or viewpoints expressed, or the origin, background, or viewpoints of the creator. Items may only be excluded on the basis of legitimate, professionally accepted standards of collection maintenance as outlined in the Library's policies. Furthermore, the reconsideration process shall never favor nor disfavor any group based on protected characteristics.

When a request for reconsideration is submitted, the challenged item will remain available in the Library's collection or accessible for checkout, reserve, or use according to its catalog record until a final decision is made by the Library Director.

#### **The review process will proceed as follows:**

##### **Library Director Review;**

1. The Library Director will review the completed form.
2. The Director will read, view, or attend the material, display, or program in its entirety.
3. The Director will evaluate the request against the Library's established policies.
4. A written decision will be issued within sixty (60) days of receiving the request.
5. The written decision will be provided to the requester.

##### **Appeal to the Library Commission;**

1. If the requester is not satisfied with the Director's decision, they may appeal in writing to the Library Commission, the Library's governing body.
2. The Commission will evaluate the item using Library policies.
3. The Commission shall consult with the Library Director and external entities, including:
  - a.) The State Librarian or designee,
  - b.) A representative of the cooperating library service unit as defined in §11-9e of the General Statutes:
    - The President of the Connecticut Library Association or designee,
    - The President of the Association of Connecticut Library Boards or designee.
4. The Commission shall deliberate on the request, provide a written statement of the reasons for reconsideration or refusal to reconsider, and provide any final decision that is contrary to the decision of the Library Director.

#### **VI. Limitations**

Once a final decision has been made by either the Library Director or the Library Commission, no new requests for reconsideration of the same material, display, or program will be accepted for three (3) years. If multiple reconsideration requests for the same item are submitted within the same timeframe, the Library Director has the authority to consolidate them into a single review. Under no

circumstances will library materials, displays, or programs be removed, excluded, or censored solely because an individual finds them offensive.

### **VII. Staff Protection**

Any librarian or library staff member who, in good faith, implements the policies outlined in this document shall be immune from liability, whether 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. These provisions ensure that library personnel can carry out their duties without fear of legal repercussions, thereby fostering an environment in which intellectual freedom and the free exchange of ideas are protected.

Adopted 11/17/2025 by the Ledyard Library Commission

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

The Ledyard Public Library provides access to a wide range of ideas and information. If you are a resident of Ledyard and have concerns about specific materials, displays, or programs, please complete this form in full. Incomplete forms cannot be accepted.

\*Note: Requests for Reconsideration are public records and are not confidential under Connecticut General Statutes §11-25.

**Your Information (required)**

- Full Legal Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Town/State/Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email (optional): \_\_\_\_\_

**Material, Display, or Program in Question**

- Title/Description: \_\_\_\_\_
- Author/Creator (if applicable): \_\_\_\_\_
- Type (check one):
  - ☐ Book / eBook
  - ☐ Audiobook
  - ☐ DVD / Media
  - ☐ Magazine / Newspaper
  - ☐ Program / Event
  - ☐ Display / Exhibit
  - ☐ Other: \_\_\_\_\_

**Your Concerns:**

**1. Specific portion(s) you find objectionable:**

(Please cite pages, sections, scenes, or elements where possible.)

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**2. Explanation of your objection:**

(Please describe in detail why you object to this material, display, or program.)

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**Acknowledgment;**

By signing this form, I confirm that:

- I am a resident of the Town of Ledyard.
- I have completed this form in full.
- I understand that the challenged material, display, or program will remain available during the review process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Library Use Only**

- Date received: \_\_\_\_\_
- Staff initials: \_\_\_\_\_