

## The Norfolk Library

### Material Review and Reconsideration Policy

The Norfolk Library (“the Library”) welcomes expressions of opinion concerning materials, programs, or displays. All 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 general statutes.

A Norfolk, CT 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 consideration of requests to reconsider material, displays, or programs are limited to individuals residing in Norfolk. In accordance with **Public Act 25-168 Sec. 322, 323**, the Norfolk 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 Library’s Collection Development and Maintenance Policy or the Library’s Display and Program Policies.
- The materials review and reconsideration process for Norfolk residents to challenge any Library material, display, or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing the Request for 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 patron to reserve, check out, or access until a final decision is made by the Library 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 Library's 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.

The final authority regarding the removal or retention of Library materials ultimately resides with the Library Board of Trustees. Any appeal of the decision of the Library Director should be directed to the Library Board of Trustees.

The Library Board shall:

- (A) 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,
- (B) deliberate on such request for reconsideration,
- (C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the Library material, and
- (D) provide any final decision that is contrary to the decision of 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 Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

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.

The Library Director or staff member of a public 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.

This policy is housed on the Norfolk Library website: <https://www.norfolklibrary.org/about>. A copy is maintained in the Library Director's Office.

Approved by the Norfolk Library Board of Trustees

September 12, 2025  
(Date)