

FARMINGTON LIBRARIES
MATERIAL REVIEW AND RECONSIDERATION POLICY
Updated and Approved October 22, 2025

Policy

The Farmington Libraries recognize the importance of hearing from the public regarding material selection. Farmington and Unionville residents may request reconsideration of library materials, displays or programs.

Purpose

Materials, programs, and displays available in the library present a diversity of viewpoints, enabling patrons to make informed choices necessary in a democracy. The Libraries select a wide variety of content that satisfies the diverse interests of our community. The Farmington Libraries welcome expressions of opinion concerning materials, programs or displays. A Farmington/Unionville resident with a vested interest who wishes that a specific material, program or display be reconsidered is asked to complete and submit a Reconsideration Form.

Procedures

Farmington or Unionville residents who have concerns about materials in the Farmington Libraries' collections, displays or programs should bring their concerns to the manager of the appropriate Library department. If, after speaking to the department manager, the resident remains unsatisfied, they may document their concern in writing on the Request for Reconsideration Form provided by the Library.

Intellectual Freedom

No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in the material, display, or program, or because of the origin, background, or viewpoints of the creator. Likewise, the reconsideration process shall neither favor nor disfavor any group based on protected characteristics. No library materials, displays or programs shall be removed, excluded or censored on the sole basis that an individual finds such materials, displays or programs offensive, per Connecticut General Assembly House Bill No. 7287, Public Act No. 25-168.

Library materials, displays and programs shall only be removed for legitimate pedagogical purposes such as outdated content or lacking educational value or suitability, or for professionally accepted standards of collection maintenance practices such as age, condition, or if the material in question is beyond the scope of a public library, as adopted

in the Collection Development Policy, the Display and Exhibit Policy or the Program Policy. 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.

No materials will be removed upon request by a resident of Farmington or Unionville without following the full reconsideration process, and no materials will be removed upon the authority of a single staff member or administrator. Materials under review will remain in the collection and available to patrons to reserve, access or check out during the reconsideration period until a final decision is made by the Executive Director. Once a decision has been made by the Executive Director, or the Board of Trustees in the case of an appeal, on the reconsideration of any library material, program or display such material, program or display cannot be subject to a new request for reconsideration for a period of three years.

Request for Reconsideration

The Request for Reconsideration Form requires the individual to specify which portion or portions of the material they object to and provide an explanation of the reasons for their 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 Connecticut General Statutes.

Review Process

Written Requests for Reconsideration will be directed to the Executive Director, who will review the material at issue. The Executive Director will read, view, or listen to the challenged material in its entirety, evaluate the challenged material against the Library's Collection Development Policy, and make a written decision on whether to remove the challenged material. The Executive Director may consolidate any requests for reconsideration of the same challenged library material. The Executive Director shall provide a copy of their decision and report to the complainant in writing not later than sixty days from the date of receiving such request.

Right to Appeal

Only the individual, or individuals in a consolidated request, submitting a Request for Reconsideration may appeal the decision of the Executive Director.

Appeal Process

A written appeal of the Executive Director's decision must be submitted to the President of the Library Board no later than fifteen calendar (15) days after the date of the decision of the Executive Director.

The Board shall evaluate the challenged material under the principles set forth in the Collection Development Policy, in consultation with: the Executive Director, the State Librarian (or the State Librarian's designee), a representative of the cooperating library service unit, as defined in Section 11-9e of the Connecticut 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 Board shall deliberate on the 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 previous decision of the Executive Director. In the case of an appeal, the decision of the Library Board is final.

Indemnity

Any librarian or staff member of a public library who, in good faith, implements the policies described in the Collection Development and Maintenance Policy, the Display and Exhibit Policy or the Program Policy 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 as outlined in CT Public Act 25-168 (2025).

Location

This policy is housed on the Farmington Libraries' website:

<https://www.farmingtonlibraries.org/about-us/policies>. A copy is maintained in the Libraries' Administration Office.

This policy conforms with **CT Public Act 25-168 Sec. 322,323**

REQUEST FOR RECONSIDERATION FORM

Farmington or Unionville residents who wish to express their opinion about materials, displays or programs in the library must first discuss their concerns with the appropriate Department Manager. If the patron remains unsatisfied, they may document their concern on this form. The form should be submitted to the Executive Director, who will respond in writing within sixty (60) days. See Library Material Review and Reconsideration Policy for information on the review and reconsideration process.

Per Connecticut General Assembly House Bill No. 7287, Public Act No. 25-168, this form will not be reviewed unless it includes the individual's full legal name, address, and telephone number.

Requests for Reconsideration may only be submitted by residents of Farmington or Unionville.

Farmington/Unionville Resident Information

Legal Name _____ Date _____

Address _____

City _____ State _____ Phone# _____

E-Mail _____

Library Card Number _____

Do you represent self? ____ Or an organization (please include name)? _____

Material Being Addressed

Type of resource:

___ Book ___ Newspaper/Magazine ___ Media (film, video game)

___ e-resource ___ Library Program ___ Library Display

___ Other _____

Title _____

Author _____

Original Year of Publication _____

In which section of the Library can the material be found? Children's, Teen, Adult

What brought this resource to your attention? _____

Have you read/viewed/listened to the material in full? Y / N

Understanding the Material Being Challenged

Which portion or portions of the material do you object to? Please include an explanation of your objections:

Are there resource(s) you suggest the Library acquire to provide additional information and/or other viewpoints on this topic to our community?

What action are you requesting the Library to consider?

Submit completed form to:
Farmington Libraries
Executive Director
6 Monteith Drive
Farmington, CT 06032

Please be aware that under Section 11-25 of the Connecticut General Statutes, Request for Reconsideration Forms do not qualify as confidential patron records.