**Library Material Review and Reconsideration Policy**

**Adopted by the Executive Board on:** September 26, 2025

The Brooklyn Town Library Association welcomes expressions of opinion concerning materials, programs or displays. A Brooklyn resident with a vested interest, who wishes to challenge any library and other educational material, display or program, is asked to complete and submit a Request for Consideration of Library Materials form. In accordance with Public Act 25-168, Sec. 322, 323, Brooklyn Town Library Association abides by the following statutory requirements:

* No library material, display or program shall be removed, or programs 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 collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
* Any consideration of requests to reconsider materials, displays or programs is limited to individuals residing in the Town of Brooklyn, Connecticut in which the Brooklyn Town Library Association is located.
* The materials review and reconsideration process for Brooklyn residents to challenge any library material, display or program shall **never** favor nor disfavor any group based upon 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 of Library Materials 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.
* 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.
* Any library material being challenged 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.
* **The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library material.**
* Any librarian 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.

**Review Process:**

The Library Director will evaluate the Request for Reconsideration of Library Materials 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 60 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 Brooklyn Town Library Association’s Executive Board. Any appeal of the decision of the Library Director should be directed in writing to the Library Association’s Executive Board.

The Brooklyn Town Library Association’s Executive Board, after evaluating the challenged material under the Collection Development and Maintenance Policy shall:

1. 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
2. **Deliberate on such a request for reconsideration**
3. Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
4. Provide any final decision that is contrary to the decision of the Library Director

**Once a decision has been made by the Library Director or Executive 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 for Library Materials for that same material during that three-year period.

The Library is prohibited from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.