

Saxton B. Little Free Library, Columbia, CT

Library Material, Display, or Program Review and Reconsideration Policy and Form

Review and Reconsideration Policy

Saxton B. Little Free Library (SBL) welcomes expression of opinion concerning materials, programs, or displays at the library. Any Saxton B. Little Library cardholder and resident of Columbia, Connecticut who wishes to request that a specific item, display, or program be reconsidered is asked to complete the following form and return it to the Library Director.

Once the form is received, the Library Director will review the item in its entirety and within the framework of this policy. When a decision has been made regarding the retention or removal of the material, the Director will inform the individual in writing.

The Library Director may consolidate any requests for reconsideration of the same challenged material.

Any librarian or staff member of the library who, in good faith, implements the policies described in this document 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.

Library books, other materials, programs, or displays being challenged will not be removed, rescheduled, or relocated, and any material will be kept fully accessible and available for checkout according to its catalog record until a final decision is made by the Library Director.

The Saxton B Little Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

In accordance with Public Act 25-168 Sec. 322, 323, Saxton B. Little Free Library abides by the following statutory requirements:

- No library material, display or program shall be removed or 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 collection development and maintenance policy or the display and program policy.
- The materials review and reconsideration process for town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on 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 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.

Only signed and completed forms will be considered. The reconsideration process 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. The Director will make a written decision on whether 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 their decision to the individual who submitted the form.

Appeals to the Library Director's Decision

Appeals may be submitted, in writing, to the Library's Board of Directors. The Board will acknowledge receipt of the appeal within 60 days and will review the appeal and respond within a timely manner.

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

Approved by the SBL Board 9/22/25

Approved by the CT State Library 9/22/25

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.

Once a decision has been made by the Library Director or Library Board on the reconsideration of any 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 during that three-year period.

All Board decisions are final.

Saxton B. Little Free Library, Columbia, CT
Request for Reconsideration of Library Materials Form

Completed forms may be submitted to SBL's Library Director,
by email at director@columbiactlibrary.org or by mail/in person to:

Attn: Library Director
Saxton B. Little Free Library
319 Route 87
Columbia, CT 06237

() indicates a required field*

*Your name: _____

*Today's Date: _____

*Address: _____

*Phone number: _____

Email address: _____

Do you represent yourself? _____ Do you represent an organization? _____

Name of the organization: _____

Have you read Saxton B. Little Free Library's current Collection Development, Display, and/or
Program Policy? _____ YES _____ NO

*Title or Name of Material, Program, or Display to be reconsidered:

Author/Artist (if applicable):

Format (i.e. book, DVD, audiobook, eBook, etc.)

*Did you read, view, or listen to the *entire* work? _____

*To which portion or portions in the item do you object? (Please be specific and include page numbers.)

*What are your reasons for this objection?

What book title(s) that address the same subject or topic would you suggest the library add to the collection instead?

What action are you requesting the Library Director and/or board to consider?

Signature: _____ Date: _____

Printed Name: _____