

Bethany Library Association Clark Memorial Library

Policies related to Public Act 25-168 Sec. 322, 323 An Act Concerning School and Public Libraries

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August 2025



Bethany Library Association/Clark Memorial Library

Executive Summary

Collection Development, Display, Program and Reconsideration Policies

In June 2025 Connecticut enacted Public Act 25-168 Sec. 322, 323 An Act Concerning School and Public Libraries. The following documents (pgs. 4 - 16) are based on the legal requirements of the statute from the State of Connecticut and the mandated guidelines from the Connecticut State Library. Included are policies regarding 1) Collection Development and Maintenance, 2) Displays, 3) Programs, 4) Reconsideration of Materials, Displays and Programs, 5) Reconsideration Form. Questions about policies may be directed to the Library Director at 203-393-2103, or director@bethanylibrary.org.

The Board of the Bethany Library Association thanks Bethany patrons and visitors for supporting and enjoying the library and its services and hopes this summary provides a helpful overview.

Collection Development and Maintenance

Clark Memorial Library provides a collection of print, audiovisual and digital materials. These materials offer education, entertainment, and enrichment.

The Library creates its collection in partnership with the Bethany Community, welcoming input and recommendations on the content we should acquire. We closely watch how our collections are used, and regularly adjust our spending to best meet the needs of Clark Memorial Library cardholders.

The Library board entrusts the library director with collection development. Although the staff participates in the selection process, the Library Director is ultimately responsible for the selection of materials.

The Library is a forum for all points of view and adheres to the principles of intellectual freedom. In creating its collection, the Library is guided by three documents adopted by the American Library Association:

- The Library Bill of Rights (www.ala.org/advocacy/intfreedom/librarybill),
- The Freedom to Read Statement (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)
- The Freedom to View Statement (www.ala.org/vrt/professionalresources/vrtresources/freedomtoview).

The Library will make available, in so far as is possible, materials that present various points of view concerning problems and issues of our times, consistent with the principles referenced above.

The Library participates in the LION Consortium which expands access to the collections of over 30 other libraries in Connecticut. The library will obtain materials it does not own or are not available in the Consortium libraries, either through interlibrary loan or purchase, subject to budget restraints and subject to the selection criteria listed above.

If, at the discretion of the Library Director, Library materials become dated, obsolete, or unused, these materials will be withdrawn from the collection. Efforts will be made to dispose of withdrawn materials as donations or as part of the Friends of the Library book sale.

Programs and Displays *(please see attached documents on pgs. 8-12 for specifics of each topic)*

The library offers both active and passive programs and displays that reflect the diverse needs and interests of the community and provide information and opportunities for enlightenment for all residents.

The Library strives to:

- Offer programs and displays that fulfill the role of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.
- Offer programs and displays that increase awareness of its resources and services
- Provide programs and displays in physically accessible locations with assistive technology to ensure equal access for all persons.
- Provide meeting/display space for community organizations.
- Offer programs and displays in locations and at times and days of the week that best meet community needs.
- Ensure that programs and displays are professionally curated and/or selected by librarians, that they provide access to the widest array of library and educational viewpoints, as well as reflect best practices as stated in the documents below:

The Library Bill of Rights (www.ala.org/advocacy/intfreedom/librarybill),

The Freedom to Read Statement (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)

The Freedom to View Statement (www.ala.org/vrt/professionalresources/vrtresources/freedomtoview).

Reconsideration *(please see attached documents on pgs. 13-16 for policy and form)*

Individuals may take issue with library materials, displays or programs that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials, programs or displays that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials, programs or displays may be submitted to the Library Director. Copies of this form are available online at <http://bethanylibrary.org> or at the circulation desks.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Bethany and hold a valid borrower's card. The Library Director will respond, in writing within sixty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period.

These policies will be reviewed by the Bethany Library Association Board every three years.

Last reviewed: 9/23/2025



Bethany Library Association/Clark Memorial Library

Collection Development and Maintenance Policy

This policy is based on the legal requirements from the State of Connecticut Public Act 25-168 Sec. 322, 323 and the mandated guidelines and language from the Connecticut State Library. It will be reviewed every three years by the Board of the Bethany Library Association.

Purpose and Scope

This policy of Clark Memorial Library (the "Library") provides direction for the growth and development of collections. This policy applies to both the digital and print materials in the Library's collection. The Library strives to select, acquire, curate, and provide access to materials in all formats that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of 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. 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.

Key Definitions

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Responsibility of Selecting Library Materials

The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. The Library's Consortium-level collections may be governed by an additional set of collection criteria.

Procedures

1. Selection Criteria

In order to build and maintain its high quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, continued demand of material the Library applies the following general criteria when considering materials for acquisition:

- Public demand, interest or need
- Accuracy and effectiveness of material
- Anticipated potential for long-term public interest
- Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
- Prominence and credibility of author and publisher
- Relation to existing collection and other material on the subject
- Timeliness and importance of material as a document of the times; current or historical significance of the author or subject
- Availability and affordability
- Compatibility of format for Library use
- Value as resource material
- Suitability of subject or style for intended audience
- Local origination or particular relevance to Bethany and the region
- Public's ability to procure item from alternative sources
- Availability of electronic bibliographic records

Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. 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 librarian or staff member of a public library who, in good faith, implements the policies described in this 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.

- Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.
- Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

Digital Collections and Databases

- Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.
- Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Library addresses:
 - Copyright and licensing
 - Redaction of personally identifiable information
 - Any restrictions on use or circulation
 - Maintenance and evolution of accepted formats

2. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

3. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

4. Gifts and Donations

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Library or other non-profit organizations. See the Library's Gifts Policy for more information.

5. Controversial Materials

- The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.
- Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be limited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.
- Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.
- The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Intellectual Freedom and Censorship

The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

- The Library Bill of Rights (www.ala.org/advocacy/intfreedom/librarybill),
- The Freedom to Read Statement (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)
- The Freedom to View Statement (www.ala.org/vrt/professionalresources/vrtresources/freedomtoview).

Library Material Review and Reconsideration Policy

The Bethany Library Association Board of Trustees recognizes the importance of hearing from the public regarding material selection. The Library administration and staff seriously consider suggestions made by residents of Bethany. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library Staff to user opinion, interests, and concerns. The library limits consideration of requests to reconsider materials, displays or programs to residents of Bethany. Please see our Library Material Review and Reconsideration Policy and form for further information on this process. The Library neither approves nor disapproves of the views expressed in materials included in the collection.

Location

This policy is available on the Clark Memorial Library website: <http://bethanylibrary.org>.



Bethany Library Association/Clark Memorial Library

Policy for Displays

This policy is based on the legal requirements from the State of Connecticut Public Act 25-168 Sec. 322, 323 and the mandated guidelines and language from the Connecticut State Library. It will be reviewed every three years by the Board of the Bethany Library Association.

Purpose

Clark Memorial Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission.

Principles and Criteria

Bethany Library Association and Clark Memorial Library recognize the importance of displays as resources for voluntary inquiry, the dissemination of information and ideas, and to promote free expression and free access to ideas by residents.

With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents. Displays serve as a resource for voluntary inquiry and the dissemination of information and ideas to promote free expression and free access to ideas.

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop displays. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits will not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The Library provides displays created or curated by librarians or staff members of the public library as well as allowing displays created by members of the public or community groups to be exhibited in the public library. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by The Bethany Library

Association/Clark Memorial Library of the content of the display or exhibit, or of the views expressed in the materials on display. 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.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. Clark Memorial Library supports intellectual freedom and endorses the American Library Association (ALA) statements listed below and all relevant interpretations.

- The Library Bill of Rights (www.ala.org/advocacy/intfreedom/librarybill),
- The Freedom to Read Statement (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)
- The Freedom to View Statement (www.ala.org/vrt/professionalresources/vrtresources/freedomtoview).

Procedures for the Questioning of Library Displays

The Library limits consideration of requests to reconsider material, displays or programs to individuals residents of Bethany. Please see our Reconsideration Policy and Reconsideration form for further information on this process.

Location

This policy is available on the Clark Memorial Library website: <http://bethanylibrary.org>



Bethany Library Association/Clark Memorial Library

Policy for Programs

This policy is based on the legal requirements from the State of Connecticut Public Act 25-168 Sec. 322, 323 and the mandated guidelines and language from the Connecticut State Library. It will be reviewed every three years by the Board of the Bethany Library Association.

Purpose

Clark Memorial Library, in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library's other services and collections. It supports the Library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition of a Program

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope

This policy applies to all Library programs.

Roles and Responsibilities:

The Library Board delegates development, presentation and oversight of to the Library Director and staff who are professionally trained to curate and develop library programs.

Designated Library staff are responsible for the development, coordination and supervision of Library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Library's Behavior Policy.

Program Selection

The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

- Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.
- Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
- Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Program Development, Coordination and Supervision

Library programs may originate from Library staff, partnering institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

Program Access

Library programs are free and open to the public on a first-come, first-serve basis. Registration may be in advance by telephone, online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program.

Virtual Program Delivery

Some Library programs may be offered using a Library- approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program

successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

Program Materials

Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

Program Evaluation

To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

Procedures for the Questioning/Reconsideration of Library Programs

The Library limits consideration of requests to reconsider material, displays or programs to individuals residents of Bethany. Please see our Reconsideration Policy and Reconsideration Form for further information on this process.

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.

Location

This policy is available on the Clark Memorial Library website: <http://bethanylibrary.org>



Bethany Library Association/Clark Memorial Library

Policy for Reconsideration of Materials, Programs or Displays

This policy is based on the legal requirements from the State of Connecticut Public Act 25-168 Sec. 322, 323 and the mandated guidelines and language from the Connecticut State Library. It will be reviewed every three years by the Board of the Bethany Library Association.

The Library welcomes expressions of opinion concerning materials, programs or displays. A Clark Memorial Library cardholder with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with Public Act 25-168 Sec. 322, 323 An Act Concerning School and Public Libraries, Clark Memorial 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 collection development and maintenance policy or the display and program policy.
- The consideration of requests to reconsider material, displays or programs is limited to individuals residing in the town in which the library is located or the town in which the contract library is located.
- The materials review and reconsideration process for library cardholders/town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics. 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.
- 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.
- The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library material.
- 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.

Review Process

The library director, along with appropriate staff will:

- evaluate the request for reconsideration form,
- read or view the challenged material in its entirety

- evaluate the challenged material against the collection development and maintenance policy
- 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/Directors. Any appeal of the decision of the library director should be directed to the Library Board of Trustees/Directors.

The individual who submitted the request for reconsideration form is permitted to appeal, in writing, the library director's decision to the board of trustees or other governing body for the library.

The Library Board shall:

- 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,
- deliberate on such 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 decision of the library director.

Once a decision has been made by the library director or the board of trustees or other governing 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.

A library director is permitted to consolidate any requests for reconsideration of the same challenged materials.

Any librarian or staff member of Clark Memorial 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.

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.

Location

This policy is available on the Clark Memorial Library website: <http://bethanylibrary.org>.



Bethany Library Association/Clark Memorial Library

Request for Reconsideration of Materials, Programs or Displays

This policy is based on the legal requirements from the State of Connecticut Public Act 25-168 Sec. 322, 323 and the mandated guidelines and language from the Connecticut State Library. It will be reviewed every three years by the Board of the Bethany Library Association.

Each person requesting reconsideration of library material, programs or displays must include their full name, address and telephone number on this form or it will not be accepted, and they must visit the library in person to pick up packet of information from the Circulation Desk that includes:

- The Library's Collection Development and Maintenance Policy
- ALA (American Library Association) Library Bill of Rights
- ALA (American Library Association) Freedom to Read Statement
- ALA (American Library Association) Freedom of View Statement

Name _____ Date _____

Address _____

Phone _____ Email Address _____

Clark Memorial Library Card Number (14 digits): _____

Do you represent yourself? _____

Do you represent an organization? (please identify) _____

1. Resource on which you are commenting:

Book ____	Display ____	Movie ____	Magazine ____	Library Program ____
Music ____	Newspaper ____	Artwork ____	Other (please specify) _____	

Title: _____

Author/Artist/Producer/Provider: _____

2. Specify which portion or portions of the material is objected to and explain the reason for your objection.
(Use additional pages, if necessary.)

3. What brought this resource to your attention?

4. Have you read or viewed the material in its entirety? Y ____ N ____

5. What concerns you about this material? (Use additional pages, if necessary.)

6. What do you believe is the purpose of this material?

7. For what age group should this material be recommended? _____

8. Overall, do you think there is any value in this material?

9. Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

10. Are you aware of any critical reviews dealing with this material? List here, or provide as an attachment.

11. Why do you feel your negative feelings about this work should prevent other members of the Anytown community, who may not share your concerns, from accessing this material?

12. What would you like the library to do about this material?

Please sign and date below and return this form to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process. Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes.

Signature_____Date_____

This form is available on the Clark Memorial Library website: <http://bethanylibrary.org>.