

## **The Westport Library Material, Program and Display Review and Reconsideration Policy and Form**

### **I. Purpose and Scope**

The Westport Library welcomes expressions of opinion concerning materials, programs, or displays. The Library has a process whereby any individual who has a vested interest in that they reside in Westport, can challenge any Library material, display, or program. The Library limits the consideration of requests to reconsider material, displays or programs to individuals residing in Westport. In accordance with Public Act 25-168 Sec. 322, 323, the Library abides by the following statutory requirements:

- No Library material, display, or program shall be removed, or program 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 be excluded only 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 as described in the Library's Display Policy or the Library's Program Policy.
- The review and reconsideration process for Westport residents to challenge any Library material, display, or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing a Library's Material, Program, and Display Request for Reconsideration form must include specific information about which portions of such material they object to and provide an explanation of the reasons for such objection. The Library's Material, Program, and Display Request for Reconsideration form must include the individual's full legal name, address, and telephone number. The individual must not submit a Reconsideration Request Form without that information included.
- Reconsideration requests and decisions are not confidential patron records under section 11-25 of the general statutes of Connecticut.
- Any Library material being challenged will remain available in the Library according to its catalog record and be available for a Westport resident to reserve, check out or access until a final decision is made by the Library's Executive Director. Any Library display being challenged shall remain available in the Library until the expiration of its scheduled time until that time expires or until a final decision is made the Library's Executive Director.

## **II. Review Process**

### **Library Executive Director**

The Library's Executive Director, along with appropriate staff, will evaluate the completed Library's Material, Program, and Display Request for Reconsideration form, read the challenged material in its entirety, evaluate the challenged material, program, or display against their respective policies, and make a written decision on whether or not to remove the challenged material or display, or whether or not to continue the program, as applicable. The Executive Director may consolidate any requests for reconsideration of the same challenged material, program or display. The Executive Director shall provide a copy of his or her decision and report to the individual who submitted the completed request form not later than sixty (60) days from the date of receiving such request. That individual may appeal, in writing, within sixty (60) days of receiving the decision of the Library's Executive Director, to the Library's Board of Trustees.

### **Board of Trustees**

The final authority regarding the removal, retention, or continuation of Library materials, program, or displays ultimately resides with the Library's Board of Trustees. Any appeal regarding the decision of the Library's Executive Director must be in writing and be directed to the Library's Board of Trustees. The Library's Board of Trustees, after evaluating the challenged material, program, or display under the applicable Library policy, shall:

- (A) consult with: (i) the Executive 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, provide a written statement of the reasons for the reconsideration or refusal to reconsider the Library material, program, or display, and provide any final decision that is contrary to the decision of the Executive Director.

### **Other Information Related to Reviews and Requests for Reconsideration**

Once a decision has been made by the Executive Director or the Board of Trustees, on the reconsideration of any Library material, program, or display, such material cannot be subject to a new request for a period of three years.

No book shall be removed, excluded, or censored on the sole basis that an individual finds such book offensive.

## **III. Legal Protection**

Pursuant to Connecticut Public Act 25-168 Sec. 322, 323, any librarian or staff member of the Library who, in good faith, implements the policies described in the Library's Collection Development and Maintenance Policy, Program Policy and Display Policy is immune from any liability, civil or criminal, and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

*Adopted by the Library Board of Trustees on November 19, 2025*

*This policy will be revised by the Board of Trustees as needed and will be reviewed at least every five years.*

**The Westport Library Material, Program, and Display Reconsideration Request Form In Accordance  
with Connecticut Public Act 25-168 Sec. 322, 323**

**I. Requestor Information**

This form may be submitted by any resident of the Town of Westport. Submissions submitted anonymously or by non-residents of Westport will not be considered. The form must be completed in its entirety. Forms submitted must include the submitter's full legal name, address, and telephone number, and other relevant information. An individual shall not submit a request for reconsideration without this information included.

- Full Legal Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Attestations (must check both):
  - I am an individual currently residing in Westport, CT as of today's date.
  - I am filing this request as an individual, not on behalf of any organization.

**II. Material, Program, or Display Information**

- Title of Material, Program, or Display: \_\_\_\_\_
- Author/Creator/Program/Artist/Producer/Displayer: \_\_\_\_\_  
Format:  Book  Magazine  Movie/Video  Digital Media  Program  
 Display  Music  Audio  Newspaper  Artwork  Database  Other:  
\_\_\_\_\_
- Where was/is material, display or program located in the Library?  
\_\_\_\_\_

**III. Policy-Based Considerations**

Per Connecticut Public Act 25-168 Sec. 322, 323, materials, programs, or displays may not be removed or cancelled solely because some may find them offensive. Decisions will be based on the Library's Collection Development and Maintenance Policy, Program Policy or Display Policy (as applicable), considering relevance, diversity of viewpoints, and literary or educational value.

- Are your concerns based on disagreement with the ideas or viewpoints expressed?  
 Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## Nature of Concerns or Objections

Please respond to the following as specifically as possible:

1. What portion or portions of the material, program, or display is concerning to you? (Include exact passages, scenes, or topics of concern, if applicable.) Attach additional pages if needed.

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2. Explain the reason for your concerns or objections. Attach additional pages if needed.

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3. Have you read/viewed/listened to the entire material, program, or display?

Yes  No If not, what portion did you engage with? \_\_\_\_\_

4. Have you read the relevant Library Policy (Collection Development and Maintenance Policy, or Program Policy, or Display Policy and the Reconsideration of Library Material, Display and Program Policy)?

Yes  No

5. In your opinion, is the item on display, in the Collection, or being presented at the Library in contravention of a relevant policy?

Yes  No If yes, which policy section? \_\_\_\_\_

6. Who do you believe is the intended audience for this material?

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7. What brought this material, program, or display to your attention?

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8. What age group do you think the material, program, display is intended for?

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9. For what age group should this material, program, or display be recommended?

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10. Overall, do you think there is any value in the material, program or display?  Yes  No

11. Are there any resources you can suggest providing additional information or other viewpoints on this topic? \_\_\_\_\_

12. Are you aware of any professional reviews dealing with this material, program, or display? If so, please include the information. \_\_\_\_\_

13. Why do you think your negative feelings about this material, program, or display should prevent other members of the Westport community, who may not share your concerns or objections, from accessing this material, program, or display?

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14. What would you like the Library to do about this material, program, or display?

i. Reclassify to a different section

ii. Remove from the Library

iii. Other : \_\_\_\_\_

**IV. Review Process Acknowledgement**

A written response will be provided by email within sixty (60) days of receipt of this form. Reconsideration requests and decisions are not confidential patron records under section 11-25 of the Connecticut General Statutes. I understand that this request will be considered in accordance with the Library's policies and the principles of intellectual freedom.

I affirm that the information provided in this form is accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_