



MANSFIELD PUBLIC LIBRARY DEPARTMENTAL POLICY MEMORANDUM

Approved by: Devon Andrews, Library Director
Effective Date: September 2, 2025
Subject: Library Material Review and Reconsideration Policy

The library welcomes expressions of opinion concerning materials, programs or displays. A Mansfield resident with a vested interest who wishes that any library and other educational material, program or display be reconsidered is asked to complete and submit a Request for Reconsideration of Library Materials form. In accordance with Public Act 25-168 Sec. 322, 323, the Mansfield 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 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 never favor nor disfavor any group based on protected characteristics. Consideration of requests to reconsider material, displays or programs is limited to individuals residing in Mansfield.
- 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.

Review Process

The Library Director will evaluate the request for reconsideration 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 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 Director. Any appeal of the decision of the library director should be made in writing to the Town Manager.

The Town Manager after evaluating the challenged material under the Collection Development and Maintenance Policy 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 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 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 during that three-year time period. The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library material.

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

Any librarian or staff member of the 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.

Adopted by the Library Advisory Board on September 2, 2025

