

The Windsor Locks Public Library, Inc. Library Materials Reconsideration Policy

The Windsor Locks Public Library, Inc. does not restrict any patron from accessing any portion of the collection. Individuals should choose or reject items for themselves and their minor child(ren) based on their own values and needs. Parents/guardians are responsible for their children's material selections.

The Library's collection, displays, and programs are protected by the First Amendment of the United States Constitution. The library strives to incorporate the principles of the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements into its policies and practices. The Windsor Locks Public Library, Inc. adheres to protections against discrimination as set forth in **Section 46a-64 of the Connecticut General Statutes**, and in accordance with Public Act 25-168 Sec. 322, 323 the Windsor Locks Public Library, Inc. also abides by the following statutory requirements

Library materials, displays, and programs are selected and maintained based on legitimate and professionally accepted standards as outlined in the Library's Collection Development and Maintenance Policy and Display and Program Policy. No item or program shall be removed, excluded, or censored based on the origin, background, or viewpoints of the creator, user, or content itself. Library materials will not be removed solely because an individual finds them offensive. The reconsideration process does not favor or disfavor any group based on protected characteristics.

Review Process

Requests for materials, displays, or programs reconsideration will only be accepted from patrons residing in Windsor Locks. A valid Request for Reconsideration of Library Material Form must be submitted to the library. This form is available from library staff and must include the specific portion(s) objected to, an explanation of the objection, and the individual's full legal name, address, and telephone number. Incomplete forms will not be considered. Reconsideration forms are **not confidential patron records** under **Section 11-25** of the Connecticut General Statutes.

The following steps will be used when an individual feels it is necessary to address concerns about a library resource, display, or program. For the duration of this process, the item in question will remain available in the collection and be accessible for checkout or viewing.

1. Any Windsor Locks patron who feels that an item, display, or program in the library's collection is inappropriate for public use may complete a Material Reconsideration Form. This form will be provided along with a copy of the Library's Mission Statement and the American Library Association's Library Bill of Rights.
2. The Library Director, with appropriate professional staff, will:
 - Review the reconsideration form and the material in question in its entirety;
 - Evaluate whether the selection aligns with criteria stated in the Collection Development and Maintenance Policy or Display and Program Policy.
3. Within 60 business days, the Library Director will make a written decision and send a letter to the individual stating the reasons for the decision. A copy of this

decision will be submitted to the ALA Intellectual Freedom Committee and the Connecticut Library Association Intellectual Freedom Committee.

4. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Windsor Locks Library Board of Directors.
5. If the Board elects to hear the appeal:
 - A special board meeting will be scheduled, and the individual will be notified of the time and location;
 - The Board will consult with:
 - The Library Director;
 - The State Librarian or designee;
 - A representative of the Cooperating Library Service Unit (as defined in Section 11-9e);
 - The President of the Connecticut Library Association or designee;
 - The President of the Association of Connecticut Library Boards or designee;
 - A written response will be issued stating the reasons for the reconsideration or refusal to reconsider.
6. The Board of Directors reserves the right to limit the length of the patron's comments during the meeting.
7. The decision of the Windsor Locks Public Library Board is final.
8. Once a final decision has been made, the material may not be subject to a new request for reconsideration for a period of three years.
9. The Library Director may consolidate requests submitted by multiple individuals concerning the same material.

Staff Protections

Any librarian or staff member of a public library who, in good faith, implements these policies shall be immune from any liability, civil or criminal, and shall be protected in any judicial proceedings resulting from such implementation.

Approved by the Windsor Locks Public Library Board of Directors: 9/22/2025