

Scotland Public Library

Library Material Review and Reconsideration Policy

The library welcomes expressions of opinion concerning materials, programs or displays. A Scotland resident with a vested interest who wishes to challenge any library and other educational material, display or program, is asked to complete and submit a Request for Reconsideration for Library Materials, Displays or Programs Form. In accordance with Public Act 25-168 Sec. 322, 323, the Scotland Public 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 Request for Reconsideration of Library Materials, Displays or Programs Form can be submitted to the library by an individual resident of Scotland to initiate a review of materials. 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 Scotland.
* The individual completing a reconsideration form must provide their full legal name, address, and telephone number. Specific information about the objectionable portion or portions and an explanation of the reasons for such objection must be included on the reconsideration form.
* Reconsideration requests are not confidential records under section 11-25 of the Connecticut General Statutes.
* 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 the final decision is made by the library director.
* 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.
* The library is prohibited from removing, excluding or censoring any book on the sole basis that an individual finds it offensive.

**Review Process**

The library director is responsible for evaluating the Reconsideration of Library Materials, Displays or Programs Form in a timely manner. The library director will read the challenged material in its entirety, evaluate it 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 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

Scotland Public Library Board of Directors. Any appeal of the decision of the library director should be directed in writing by the individual to the Library Board of Directors.

The Scotland Public Library Board of Directors, after evaluating the challenged material under the Collection Development and Maintenance Policy 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,
* who shall 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 library board of directors on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for 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.

Any librarian or staff member of a 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.

Policy adopted by the Scotland Public Library Board of Directors on October 14, 2025.

**Scotland Public Library**

**Request for Reconsideration for Library Materials, Displays, or Programs Form**

Please complete the form and return it to the library director. Your full name, address and telephone number must be on this form, or it will not be accepted.

Scotland Public Library   
21 Brook Rd. P.O. Box 286  
Scotland, CT 06264

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Scotland)   
Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource on which you are commenting:  
\_\_\_ Book \_\_\_ DVD \_\_\_ Magazine/Newspaper \_\_\_ Audio Recording \_\_\_Music  
\_\_\_ Digital Resource \_\_\_ Display \_\_\_ Library Program \_\_\_ Artwork \_\_\_ Other

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Producer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which portion or portions of the material do you find objectionable and explain the reason for your objection? Include page numbers, exact quotes or passages (books), scenes (DVD), specific tracks (CD), display item(s), program topic.

Have you examined the entire resource? (Y/N) If not, what sections did you review? Include page numbers, chapters, scenes, tracks, etc.

What concerns you about this material?

Are there resource(s) you can suggest to provide additional information and/or other viewpoints on this topic? Please list specific titles and authors that cover the same subject matter.

What action are you requesting the committee consider concerning this item, display or program?

Please sign and date below and return to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process. If you wish to appeal the decision of the Library Director, you may do so, in writing, to the Library Board of Directors.

Reconsideration request are not confidential records under section 11-25 of the Connecticut General Statutes.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_