



Material Review and Maintenance Policy

Adopted 10.28.2025

Updated 03.24.2026

The Mystic & Noank Library welcomes expressions of opinion concerning materials, programs or displays. A Groton or Stonington resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a [Request for Reconsideration of Library Resources form](#). 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 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 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.
- The individual completing a **Request for Reconsideration of Library Resources 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 Resources 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.
- 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 Executive Director and Assistant Director ("ED/AD").
- 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.

Review Process:

The ED/AD, along with appropriate staff, will evaluate the Request for **Reconsideration of Library Resources 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 ED/AD shall provide a copy of the ED/AD's decision and report to the individual who submitted the form.

Consolidation of Requests:

The ED/AD reserves the right to consolidate multiple requests for reconsideration of the same library material, display, or program received within a reasonable time frame. Consolidation helps ensure an efficient and fair review process by addressing all concerns collectively. When requests are consolidated, the decision and any related communications will be shared with all individuals who submitted requests regarding that material.

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 ED/AD's should be directed to the Library Board of Trustees/Directors.

The Library Board 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,
- (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 Executive Director.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The Executive Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period. 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.