

## Instruction

### Library Material Review and Reconsideration

#### Definitions

**"Library and other educational material"** means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

**"School library staff member"** means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

**"Individual with a vested interest"** means any school staff member employed by CREC, parent or guardian of a student currently enrolled in a CREC school at the time a reconsideration form is filed and any student currently enrolled in a CREC school at the time a reconsideration form is filed.

**"Remove"** means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

#### Challenges to library and other educational materials

Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or library program by submitting a request for reconsideration form to the principal/director of the school or program in which the library and other education material being challenged is housed.

The principal/program director or designee shall promptly forward the request for reconsideration to the Superintendent with a copy sent to the building's certified Library Media Specialist or in the absence of such, to a certified Library Media Specialist in the district.

The Superintendent or designee shall appoint a review committee consisting of:

- a. The Superintendent, or designee.
- b. The principal/director or designee of the school or program in which the library and other educational material being challenged is housed.
- c. The Director of curriculum, or a person in an equivalent.

- d. a representative from the CREC Council.
- e. at least one grade-level-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the form.
- f. in the case of a school attended by students age thirteen or younger, a parent or guardian of a student age thirteen years or younger enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form.
- g. in the case of a school attended by students age fourteen or older, a parent or guardian of a student age fourteen years or older enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form.
- h. a certified school librarian employed by the district; if the school involved does not have certified library staff available, then the district will provide such representation using certified staff from another district school.
- i. at the discretion of the Superintendent, after consultation with the principal/director of the school/program involved in such reconsideration, a student enrolled in grades nine to twelve, in cases where the request for reconsideration form is submitted by another student enrolled in grades nine to twelve.

The review committee shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material in light of CREC's Collection Development and Maintenance Policy. The review committee shall make a written decision on whether or not to remove the challenged material within sixty school days from the date of receiving such request, and provide a copy of the committee's decision and report to the individual with a vested interest who submitted the form and to the principal/director of the school/program.

The individual with a vested interest who submitted the request for reconsideration form may appeal the review committee's decision to the CREC Council. The Council shall determine whether the reconsideration process was followed and publish the decision on CREC's website.

The removal, exclusion, or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, nor programs be canceled, 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 and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection

maintenance practices, as adopted in CREC's Collection Development and Maintenance policy or the Display and Program policy.

Until a final decision is made by the review committee any library and other educational material being challenged shall remain available in the library media center according to such material's catalog record and shall be available for students to reserve, check out or access.

Requests for review and reconsideration of the same challenged library and other educational materials may be consolidated. Once a decision has been made by the review committee on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

This policy shall be reviewed every five years, and updated as necessary.

A link to this policy and links to any reconsideration decisions shall be provided in each school's website, preferably on available school library pages, or, in their absence, on a Parent Resources page.

Legal Reference: Connecticut General Statutes

Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget.

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CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut