

Request for Material Reconsideration

Any Simsbury resident may request that an item in the Library's collection be reviewed to ensure it complies with the Library's Material Selection Policy by completing a [Request for Reconsideration of Library Materials Form](#). The Library Director shall investigate the request and respond in writing within fifteen (15) days after the Library receives it. Copies of all written requests and the Library Director's responses shall be provided to the Library Board of Trustees and a permanent record shall be kept of them.

The Library Director shall also give the requestor a copy of this Policy and advise such person that if they are unsatisfied with the Library Director's response, a request may be made in writing within ten (10) days of the Library Director's response so that the issue be reviewed by the Library Board of Trustees. The Library Board of Trustees shall have the ultimate responsibility for responding to the request consistent with Policy guidelines, and such response shall be made in writing to the requestor. A permanent record of all such responses shall be maintained.

A title will be reviewed only once in a five (5) year period unless the content has undergone major revision.

~Approved by the Library Board of Trustees August 21, 2023