

## **606.5 LIBRARY MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interest of individual students. The purpose of library materials is to meet the needs of all students in the district. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with District Selection Committees, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

### **III. DEFINITIONS**

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access and use resources that are organized and catalogued;
2. has a collection development plan that includes but is not limited to materials selection and deselection and a challenged materials procedure;

3. is housed in a central location that provides an environment for expanding learning and supports a variety of student interests; and
  4. has technology and Internet access.
- B. “School District Libraries” shall be referred to as libraries or media centers.
- C. “Library collection” consists of the library materials made available to students.
- D. “Library materials” are the books and electronic and digital materials (including e-books and audiobooks) and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- E. “Library media paras” are the paraprofessionals located in each building to assist students with the circulation of library materials.
- F. “District Selection Committees” – see Appendices A-C.

#### **IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS**

- A. The school board recognizes the expertise of the school district’s professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents and other community members may be considered, the final responsibility for selection of library materials shall rest with the District Selection Committees.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
1. a licensed library media specialist under Minnesota Rules, part 8710.4450;
  2. an individual with a master’s degree in library science or library and information science; or
  3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend or shelve or remove access to library materials legitimately based on:

1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage or obsolescence;
2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
3. compliance with state or federal law.

## **V. SELECTION OF LIBRARY MATERIALS**

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
  2. Library materials shall be chosen to enrich and support the curriculum, as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
  3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender or political views of the writer;
  4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity and needs and interests of the students for whom the materials were selected;
  5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
    - a. Artistic quality and/or literary style;
    - b. Authenticity;
    - c. Critical thinking;
    - d. Educational significance;
    - e. Factual content;

- f. High interest for intended audience; and
      - g. Readability.
    - 6. The selection of library materials shall conform to the constraints of the school district budget.
  - B. The District Selection Committees shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased and professionally trained in school library materials.
  - C. Twice a year, the Superintendent or the Superintendent's designee shall convene the District Selection Committees. The District Selection Committees shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
    - 1. The Elementary Selection Committee shall include (Appendix A):
      - a. Two (2) Elementary Instructional Coaches – one (K-2) and one (3-5)
      - b. Four (4) Elementary Principals
      - c. Two (2) Elementary Media Paraprofessionals – one (from VES, WES, LES) and one (from GMC schools)
      - d. Two (2) Elementary classroom teachers – One (K-2) and One (3-5)
      - e. One (1) District Media/Technology Support Personnel
      - f. One (1) Media Specialist
    - 2. The DMS Selection Committee shall include (Appendix B):
      - a. One (1) Middle School Principal or Assistant Principal
      - b. One (1) Middle School Paraprofessional
      - c. Two (2) Middle School English Teachers
      - d. One (1) Secondary Literacy Coach
      - e. One (1) District Media/Technology Support Personnel

- f. One (1) Media Specialist
- 3. The AAHS Selection Committee shall include (Appendix C):
  - a. One (1) High School Principal or Assistant Principal
  - b. One (1) High School Media Paraprofessional
  - c. Two (2) High School English Teachers
  - d. One (1) Secondary Literacy Coach
  - e. One (1) District Media/Technology Support Personnel
  - f. One (1) Media Specialist
- D. The superintendent or the superintendent’s designee shall be responsible for keeping the school board informed of the process and procedures for the media centers.
- E. Library materials that are outdated, inaccurate, no longer useful for curricula support or reading enrichment or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the principal.
- F. Gifts and Donations of Library Materials

People wishing to donate either books or a monetary gift to the school library should contact the building principal for guidance with this process. The school district’s libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district’s libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

## **VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL**

A parent or guardian may request that access to check out specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

## VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made. The Superintendent may decide whether to allow a building principal to remove library materials pending completion of the reconsideration process.
- C. Informal Request for Reconsideration of Specific Library Material
  - 1. Requests for reconsideration of specific library material shall be directed to the building principal. The building principal will gather information and process the request and respond to the request.
  - 2. The building principal shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
  - 3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Materials (Appendix D):
  - 1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The request should be submitted to the building principal. The principal shall notify the superintendent or the superintendent's designee and the Review Committee of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional

requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the principal in each building shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
  - a. Superintendent or the superintendent's designee
  - b. The building principal
  - c. Two teachers
  - d. One instructional coach (Optional)
  - e. Two parents and/or members of the community (Preference given to Curriculum Advisory or Parent Advisory Council Members)
3. The review committee shall establish a date to discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
  - a. may consult individuals, organizations and other resources with relevant knowledge on school library material;
  - b. shall examine the specific library material as a whole;
  - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
  - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, remove or take other action regarding the library material.
5. The superintendent or the superintendent's designee shall inform the person requesting the reconsideration of the book and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

6. The requestor/challenger shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

## **VIII. CHALLENGE REPORT**

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author and other relevant identifying information about the material being challenged;
- B. the date, time and location of any public hearing held on the challenge in questions, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

## **IX. PROHIBITION OF RETALIATION**

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

### **Legal References:**

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (School Board Responsibilities)  
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)  
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)  
Minn. Rules Part 8710.4550 (Library Media Specialists)  
*Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853 (1982)  
*Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624, 642 (1943)

### **Cross References:**

Policy 453/524 (Internet Acceptable Use and Safety)  
Policy 606 (Textbooks and Instructional Materials)

Policy Adopted: 8/19/24  
Alexandria Public Schools - No. 206



Alexandria, Minnesota

## Elementary Selection Committee

The **Elementary Selection Committee** is responsible for the selection of books for the elementary school media centers. This committee meets twice a year in October and March. The committee is responsible for reading the reviews provided by the media paraprofessionals and District Media/Technology Support Person. The feedback provided through the evaluation of the review and the committee's discussion will determine which books are purchased for the elementary school media centers at that time.

### 1. **Committee Members:**

- a. Two (2) Elementary Instructional Coaches – one (K-2) and one (3-5)
- b. Four (4) Elementary Principals
- c. Two (2) Elementary Media Paraprofessionals – one from (VES, WES, LES) and one from (GMC schools)
- d. Two (2) Elementary classroom teachers – one (K-2) and one (3-5)
- e. One (1) District Media/Technology Support Personnel
- f. One (1) Media Specialist

### 2. **Responsibilities of the District Media/Technology Support Personnel**

- a. Receive book recommendations from all elementary media paraprofessionals via Titlewave lists
- b. Consolidate a district list for joint order
- c. Provide reviews for books on consolidated list from one of the following resources:
  - i. Titlewave in Destiny
  - ii. Common Sense Media
  - iii. Booklist
  - iv. School Library Journal
  - v. Other reviews as determined

### 3. **Selection Criteria:**

The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

- a. Library materials shall **support and be consistent with the general educational goals** of the state and the district and the aims and objectives of individual schools and specific courses;
- b. Library materials shall be chosen to **enrich and support the curriculum** as well as to **promote reading for pleasure** by responding to the personal needs and interests of student users;
- c. Library materials **shall not be excluded because of the race, nationality, religion, sex, gender or political views of the writer**;
- d. Library materials shall be appropriate to and reflect the **needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity and needs and interests** of the students for whom the materials were selected;
- e. Library materials shall **meet high standards of quality** in one or more of these categories (presented alphabetically):
  - i. **Artistic quality and/or literary style**
  - ii. **Authenticity**
  - iii. **Critical thinking**
  - iv. **Educational significance**
  - v. **Factual content**
  - vi. **High interest for intended audience**
  - vii. **Readability**
- f. The selection of library materials **shall conform to the constraints of the school district budget**.

**Discovery Middle School Selection Committee**

The **Discovery Middle School Selection Committee** is responsible for the selection of books for the middle school media center. This committee meets twice a year in October and March. The committee is responsible for reading the reviews provided by the media paraprofessionals and District Media/Technology Support Person. The feedback provided through the evaluation of the review and the committee's discussion will determine which books are purchased for the middle school media center at that time.

**4. Committee Members:**

- a. One (1) Middle School Principal or Assistant Principal
- b. One (1) Middle School Media Paraprofessional
- c. Two (2) Middle School English Teachers
- d. One (1) Secondary Literacy Coach
- e. One (1) District Media/Technology Support Personnel
- f. One (1) Media Specialist

**5. Responsibilities of the District Media/Technology Support Personnel**

- a. Receive book recommendations from the Discovery Middle School media paraprofessional via Titlewave lists
- b. Consolidate a district list
- c. Provide reviews for books on consolidated list from one of the following resources:
  - i. Titlewave in Destiny
  - ii. Common Sense Media
  - iii. Booklist
  - iv. School Library Journal
  - v. Other reviews as determined

**6. Selection Criteria:**

The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

- a. Library materials shall **support and be consistent with the general educational goals** of the state and the district and the aims and objectives of individual schools and specific courses;
- b. Library materials shall be chosen to **enrich and support the curriculum** as well as to **promote reading for pleasure** by responding to the personal needs and interests of student users;
- c. Library materials **shall not be excluded because of the race, nationality, religion, sex, gender or political views of the writer**;
- d. Library materials shall be appropriate to and reflect the **needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity and needs and interests** of the students for whom the materials were selected;
- e. Library materials shall **meet high standards of quality** in one or more of these categories (presented alphabetically):
  - i. **Artistic quality and/or literary style**
  - ii. **Authenticity**
  - iii. **Critical thinking**
  - iv. **Educational significance**
  - v. **Factual content**
  - vi. **High interest for intended audience**
  - vii. **Readability**
- f. The selection of library materials **shall conform to the constraints of the school district budget.**

**Alexandria Area High School Selection Committee**

The **Alexandria Area High School Selection Committee** is responsible for the selection of books for the high school media center. This committee meets twice a year in October and March. The committee is responsible for reading the reviews provided by the media paraprofessionals and District Media/Technology Support Person. The feedback provided through the evaluation of the review and the committee's discussion will determine which books are purchased for the high school media center at that time.

**7. Committee Members:**

- a. One (1) High School Principal or Assistant Principal
- b. One (1) High School Media Paraprofessional
- c. Two (2) High School English Teachers
- d. One (1) Secondary Literacy Coach
- e. One (1) District Media/Technology Support Personnel
- f. One (1) Media Specialist

**8. Responsibilities of the District Media/Technology Support Personnel**

- a. Receive book recommendations from the High School media paraprofessional via Titlewave lists
- b. Consolidate a district list for joint order
- c. Provide reviews for books on consolidated list from one of the following resources:
  - i. Titlewave in Destiny
  - ii. Common Sense Media
  - iii. Booklist
  - iv. School Library Journal
  - v. Other reviews as determined

**9. Selection Criteria:**

The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

- a. Library materials shall **support and be consistent with the general educational goals** of the state and the district and the aims and objectives of individual schools and specific courses;
- b. Library materials shall be chosen to **enrich and support the curriculum** as well as to **promote reading for pleasure** by responding to the personal needs and interests of student users;
- c. Library materials **shall not be excluded because of the race, nationality, religion, sex, gender or political views of the writer**;
- d. Library materials shall be appropriate to and reflect the **needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity and needs and interests** of the students for whom the materials were selected;
- e. Library materials shall **meet high standards of quality** in one or more of these categories (presented alphabetically):
  - i. **Artistic quality and/or literary style**
  - ii. **Authenticity**
  - iii. **Critical thinking**
  - iv. **Educational significance**
  - v. **Factual content**
  - vi. **High interest for intended audience**
  - vii. **Readability**
- f. The selection of library materials **shall conform to the constraints of the school district budget.**

**Formal Request for Reconsideration of Specific Library Collection Material**

Date \_\_\_\_\_ Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please check your role: District Employee \_\_\_\_ Student \_\_\_\_ Parent/Guardian \_\_\_\_

**Type of Library Material** (Please check all that apply)

Audio Book \_\_\_\_ eBook \_\_\_\_ Book \_\_\_\_ Other (explain) \_\_\_\_\_

Author \_\_\_\_\_

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

Copyright Date: \_\_\_\_\_

1. To what, in the material, do you object? (Please be specific; cite pages.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please explain the circumstances that brought this material to your attention. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire Library Material? If not, please identify the sections you have reviewed.  
\_\_\_\_\_  
\_\_\_\_\_



4. Please identify the ways you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5.

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5. What do you feel would be the result of a student reading or listening to this material?

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6. For what age group would you recommend this material? \_\_\_\_\_

7. What do you think is good about this material? \_\_\_\_\_

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8. Please share evaluation information of this material by educational critics.

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9. What would you like your school to do about this material?

Make a note in Destiny so my child won't be able to check out this material.

Withdraw this material completely from the collection so no student would have access to it.

10. Additional Comments: \_\_\_\_\_

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Date: \_\_\_\_\_ Signature of Complainant: \_\_\_\_\_

The American Library Association has granted permission to the Minnesota School Boards Association to adapt its *Sample Reconsideration Form* for use by Minnesota school districts and charter schools.