

Education Programs

Library Materials

I. Purpose

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

II. General Statement of Purpose

Edina Public Schools school library media programs provide a wide range of library materials and resources with a diversity of appeal and the presentation of differing viewpoints for all learners. 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 interests of individual students. The primary purpose of library materials and resources is to implement, enrich, and support the educational programs and strategic direction of the school 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 will rest with professionally trained district staff, with recognition that the 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.

The term "library" also refers to the resource within any specific school building in the district.

Each school library or school library media center provides equitable and free access to students, teachers, and administrators and will 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 cataloged;
 2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
 3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
 4. has technology and Internet access; and
 5. is served by a licensed school library media specialist or licensed school librarian.
- B. “Library collection” consists of the library materials made available to students and staff.
- C. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), 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.
- D. “Library media specialist” is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under state law to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to collaborate and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

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 will rest with the library media specialist, in consultation with the superintendent or designee.

V. Selection of Library Materials

- A. 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 will support and be consistent with the general educational goals of the state and the school district and the aims and objectives of individual schools and specific courses;
 2. Library materials will 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 will not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials will 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 will 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 will conform to the constraints of the district budget.
- B. The library media specialist will 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. Library materials that are outdated, inaccurate, no longer useful for

curricular 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 library media specialist or the principal.

D. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and are approved by the library media specialist, with oversight by the building administrator or the director of media and technology services. The 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 the 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 specific material in the library materials collection be restricted from their student. The school will 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, a student enrolled in the district, or a parent or guardian of a student enrolled in the district, or a resident of the district may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question will not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material will be directed to the library media specialist and the building principal. The building principal and the library media specialist will assume responsibility for processing the request on an informal basis.

2. The building principal and/or the library media specialist will provide an explanation to the individual who submitted the request. The

explanation will 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 will submit a report on the matter to the superintendent or the superintendent's designee. The requester will have an option to initiate a formal request for reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A formal request for reconsideration of specific library material is initiated upon submission of a completed Request for Library Materials and Resources Reconsideration Form (see Appendix II). The form must be completed in its entirety for each work that is subject to a Reconsideration Request. The principal will notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Reconsideration Request form.

If specific library material is the subject of a Reconsideration Request and a final decision is made to retain the specific library material, then the specific library material will not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Reconsideration Request.

2. If needed, the superintendent or the superintendent's designee will appoint a Library Materials Review Committee (Review Committee). This ad hoc committee will include:
 - a. one licensed library media specialist (preference to the media specialist at the location where the book is being challenged)
 - b. one member of the district administration
 - c. one Building Principal (preference to the principal at the location where the book is being challenged)
 - d. two teachers
 - e. two student representatives (as appropriate to the specific request)
 - f. two members of the district community with no direct connection to the request for consideration.

3. The Review Committee will establish a date on which it will 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 professional knowledge on school library material;
 - b. will examine the specific library material as a whole;
 - c. will examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. will submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee will inform the requester and the board of the Review Committee's decision. The requester 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 requester. The superintendent or the superintendent's designee will provide a written decision on a requester's appeal within a reasonable time period.

VIII. Challenge Report

Upon the completion of a Reconsideration Request process in accordance with this policy, the superintendent designee will 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 question, including minutes or transcripts;
- C. the result of the 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 on Retaliation

The school district may not discriminate against or discipline an employee for complying with state law.

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 524 (Electronic Technologies Acceptable Use)
Policy 606 (Textbooks and Instructional Materials)

Policy
adopted: 02/12/24
revised: 11/10/25

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 606.5

Request for Library Materials and Resources Reconsideration Form Instructions

School Board Policy 606.5 outlines the Reconsideration Request process.

The first step in this process is meeting with the building principal and library media specialist to discuss concerns and explore options. If that meeting does not resolve concerns, submission of this completed form to the building principal serves as the second step in the Reconsideration Request process.

Instructions:

1. Forms can only be completed by a school district employee, a parent or guardian of a currently enrolled student in the school district, a student in the district, or a resident of the district.
2. Prior to submission of the form, an applicant must have an informal meeting with the building principal and library media specialist to gather clarity on the selection of the text for the school's library, discuss concerns, and explore options. If concerns still exist after the meeting, this form may be submitted. It is only after the informal meeting has occurred and failed to resolve the differences that this form may be accepted.
3. Before completing this form, the requester must read or view the disputed item in its entirety. Forms submitted without a complete examination of the disputed item will not be considered.
4. All form fields must be completed in a full and meaningful manner in the requester's own words. Incomplete, cursory, or duplicated responses will not be accepted.
5. A separate form must be completed for each disputed item/title. Forms containing multiple titles will not be considered.
6. Requests for library materials or resource reconsideration will be processed one at a time. Additional challenge requests cannot be submitted until the Review Committee acts on the initial request. Once a decision is made to retain material

it cannot be subject to additional requests for reconsideration for another three years following the date of the final resolution.

7. The requester may include additional pages to the completed form if needed.
8. The form asks the requester to frame their responses in the context of the following policies, statutes, and documents. Please review them:
 - School Board Policy 606.5 (Library Materials)
 - District Mission
 - District Goals
 - District Strategic Plan
 - First Amendment of the United States Constitution
 - American Library Association Library Bill of Rights
 - National Council of Teachers of English Students' Right to Read Statement
9. Submit this completed form to the building principal.
10. Within (20) school days of receipt, the superintendent designee will schedule a meeting with the challenger to review the Request for Library Materials and Resources Reconsideration Form and discuss next steps.
11. Please note, the challenged material will remain in use and will not be removed until the entire reconsideration process has been completed.

Appendix II to Policy 606.5

Request for Library Materials and Resources Reconsideration Form

Received by _____

Date Received _____

Initiated by _____ Date _____

Address _____ Phone _____

Email: _____

Please indicate your role:

_____ Parent/Guardian of a Current Edina Public School District Student

_____ Edina Public Schools Student

_____ Edina School District employee

_____ Resident of Edina

Do you represent: _____ Yourself _____ Group/Organization

Name of organization or group

Library Material or Resource Questioned:

Author/Creator _____

Title _____

Publisher/Producer _____

Copyright Date _____

Type of Library Material or Resource _____

(book, magazine, newspaper, electronic information/network, video, audio, pamphlet,
etc.)

Location of Library Material or Resource (School) _____

Date of the informal discussion with the Principal and Library Media Specialist:

12. Do you have alternate materials or resources to recommend in place of this one that would address the topic? Please provide a title, author, publisher, and copyright date.

13. If you are requesting removal or restriction of the material or resource, why do you believe this resource should be restricted for all students, not only your own?

The purpose of the school library is to provide a wide range of library materials and resources, on all levels of difficulty, with a diversity of appeal, and the presentation of different points of view for all learners. Parents/guardians have the right to educate their own children about the materials and resources that may be best for their family.

Signature _____ Date _____

Please return this form to the building principal.

Note: Only after the informal conversation with the principal and library media specialist, can this form be requested for completion.

(Form 11/25)