

## **606.5.1 RECONSIDERATION OF LIBRARY MATERIALS**

### **I. Informal Request for Reconsideration of Specific Library Material**

- A. Requests for reconsideration of specific library material shall be directed to the library media specialist and/or the building principal. The building principal and/or the library media specialist shall assume responsibility for processing the request on an informal basis.
- B. The building principal and/or the library media specialist 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.
- C. If the request is not resolved informally, the principal shall convene a school-level review committee.

### **II. School Level Request for Reconsideration of Specific Library Collection Material**

- A. 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 complainant must acknowledge that they have read the complete work before submitting a request for reconsideration.
- B. The complainant fills out a Request for Library Materials Reconsideration form. This form is available from staff in the school's main office and online.
- C. The completed form is then submitted to the school's main office.
- D. The principal shall, within 10 teaching days after receiving the complaint, bring together a committee that includes a building administrator, 2 classroom teachers, 1 school support staff or parent/guardian volunteer, and a licensed library media specialist (not assigned to that school).

- E. The committee will evaluate the challenged material for appropriateness and determine one of the following courses of action:
  - 1. Retain the item in question for unrestricted use by students.
  - 2. Attempt to accommodate the complainant without denying access to the item in question to all students.
  - 3. Make the item in question no longer available to students.
- F. The Principal shall inform the complainant of the committee's decision.
- G. If the complainant or any staff member involved is not satisfied with the decision reached by the school-level review committee, they may appeal to the District Level Library Materials Review Committee. The appeal must be submitted to the principal within 7 school days of receiving the decision.

### **III. District Level Reconsideration Appeal of Specific Library Collection Material**

- A. In the event of an appeal to the district review committee, the Superintendent or the Superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
  - 1. One member of the school district administration
  - 2. One principal
  - 3. Two teachers
  - 4. One library media specialist or district-level library media specialist
  - 5. Two members of the school district community with no direct connection with the request for reconsideration
  - 6. Two student representatives (for challenges at secondary schools)
- B. The Review Committee shall establish a date within 30 days of receiving the appeal upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
- C. The Review Committee
  - 1. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;

2. shall examine the specific library material as a whole;
  3. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
  4. shall 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.
- D. The complainant shall have the right to appeal the decision of the District Level Review Committee to the school board.
- E. In compliance with *Minn. Stat. § 134.51* the Superintendent or the Superintendent's designee will report the reconsideration of the specific library material and the results of the reconsideration process to State Library Services via their online form.