

Denver Language School K-8 Library Materials Selection & Reconsideration Policy

Denver Language School K-8 is a public charter school authorized by Denver Public Schools. The guiding belief of Denver Public Schools is that: *'the school libraries of this district are guided by the principles outlined in the American Library Association's Library Bill of Rights and the documents designated by the American Library Association's Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.'*

- Denver Public Schools' mission: Educational equity is our collective responsibility. We prepare students for career, college and life. We create conditions and partnerships where students, families and team members belong and thrive.
- Denver Language School K-8 mission: To achieve academic excellence and intercultural competence through language immersion education.

Pursuant to State of Colorado Senate Bill 25-063, Denver Public Schools as a district and Denver Language School as a public charter school must share their approach to materials selection and consideration.

Denver Language School K-8 works in partnership with our authorizer, Denver Public Schools, to meet our responsibilities as a Denver Public School. Consequently, there is significant alignment between district policies and Denver Language School K-8 policies. The intentionality of this policy is to outline the approaches of decision-making scope of work at Denver Language School K-8. The Board of Directors of Denver Language School K-8 is a policymaking body. As such, Denver Language School Board has delegated the responsibility for selection and evaluation of library resources to the school faculty & staff in accordance with this policy and has established reconsideration procedures to address concerns about those resources. When educators use their professional discretion and base decisions on the criteria in this policy, Denver Language School K-8 educators can be confident that they will be supported by the Board of Directors.

Roles & Responsibilities

- **Governing Board**: Approves and oversees policy compliance.
- **School Librarian or Media Specialist**: Manages day-to-day library operations.
- **Reconsideration Committee**: Reviews reconsideration requests.
- **Communications Staff**: Ensures policy and decisions are publicly accessible.

Definitions

- **Library Resource**: Any material in both print and non-print found in the School library that supports curricular or personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche, microfilm, or similar items. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, exhibits, or similar items. A **Library Resource** does not include the materials that are in an individual classroom library.
- **Library Staff Member**: a teacher librarian, school library media specialist, school librarian, any certified or noncertified staff member assigned to duties in the School library, or any individual carrying out or assisting with the functions of the School library.
- **Obscene Material**: Content defined as obscene under C.R.S. § 18-7-101(2).
- **Parent**: A student's biological or adoptive parent, legal guardian, or other person with legal custody.

- **Protected Class:** Any group or characteristic protected under state or federal anti-discrimination law (e.g., race, gender identity, religion, disability, etc.).
- **Reconsideration Request:** A formal written request by a parent seeking removal or restricted access to a specific library resource.
- **Standards:** The criteria outlined in C.R.S. § 22-1-148(3), which include protections for free speech, non-discrimination, and the exclusion of obscene materials.

Library Materials Selection Policy Objectives

In line with the Denver Language School K-8's stated mission to achieve academic excellence and intercultural competence through language immersion education, the Board of Directors has established the Library Materials Selection Policy objectives:

- To ensure a reasonable and good faith broad range of materials in multiple languages as befitting the Denver Language School K-8 community;
- To provide Denver Language School students and educators with culturally responsive, linguistically diverse, and authentically inclusive materials to equip them to become critical thinkers, communicators, contributors, collaborators, and leaders;
- To provide staff and students with materials that enrich and support the curriculum and meet the needs of our unique learning community and pedagogical method;
- To select materials with a wide range of high-quality library materials, on all levels of difficulty, in a variety of accessible formats, with diversity of appeal, and representing a variety of perspectives to enrich and support student learning and students' love of reading;
- To outline the procedures, expectations, and documentation requirements for the reconsideration of any materials.

School Library Acquisitions Procedures

Denver Language School K-8 library personnel will consult the [Denver Public Schools Library Materials Selection Criteria](#) to evaluate and select library materials. To this end, DLS personnel must take reasonable and good faith steps to:

- Make recommendations for purchase involving students, teachers and administrators as appropriate;
- Ensure selection is an ongoing process that includes removing materials that are damaged, no longer of interest to students, or deemed culturally insensitive in combination with a lack of substantive literary or historical value; replacing lost and worn materials that still have educational value; and adding new materials;
- Ensure that gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria; as with purchased library materials, gifts and donations will be removed from the collection at the end of their useful life.

School Library Materials Selection Criteria

- The materials that comprise school libraries should be thoughtfully selected based on several criteria:
- Educational and curricular significance;
- Materials that authentically represent the many cultures, religions, sexual orientations, and gender and ethnic groups that comprise our school community and society;
- Ability to engage students, facilitate student agency, and motivate reading;
- Ability to motivate students and staff to examine their own attitudes, behaviors, responsibilities, rights, and privileges as members of our community and to make informed decisions in their daily lives

- Positive review(s) from professional resources indicating both quality and age relevancy (such as *School Library Journal*, *Booklist*, *Kirkus Reviews*, *We Need Diverse Books* blog):
 - When purchasing non-English language materials, language needs, cultural significance, and relevancy can take the place of a positive review. Additionally, a review of a book in one language may stand in for a review of the same material in a different language;
 - When purchasing books in a series, a review for one book in the series may stand in for individual titles that do not have a review;
 - Books with popular cultural interest without a review may still be purchased if they meet other selection criteria;
 - Cookbooks, DIY books, books about crafts/hobbies, and how-to guide (such as how to play the guitar) will be made available to all audiences in both print and digital formats;
 - Books from reputable publishers can be purchased as long as they meet student interest and other selection criteria;
- Age-appropriateness, as determined by the school, in terms of language level, and social, emotional and intellectual development for whom materials are selected;
- Responsiveness to the language needs of the community;
- Additional considerations include the material's literary or historical value, formatting and text layout, accuracy, authoritativeness, and aesthetic characteristics.

Library Materials Selection Tools

Tools used by library personnel and school administrators to select school library materials will include:

- Professional journal reviews;
- Award lists—such as the Golden Kite Award or Pura Belpré Award—and award aggregators—such as the YALSA's Book Awards & Booklists;
- Recommendations from other librarians, curriculum specialists, and academic publishers;
- Recommendations from students, staff, and community members;
- School library collection analysis software and services—such as Follett Content's "TitleWise Analysis."

Denver Language School Request for Reconsideration Protocol

Each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

Denver Public Schools has developed a request for reconsideration of materials process upon which Denver Language School's protocol is based. This protocol recognizes that despite the careful selection of library resources and the qualifications of those involved in the selection process, objections to library resources deemed offensive or inappropriate may occur. In accordance with Senate Bill 25-063, a formal request for reconsideration of a library resource can only be filed by a parent/guardian of a current student enrolled in a Denver Public School for which the request is made. If the concern is about an instructional resource, this policy and these procedures do not apply.

The review must consider, without limitation:

- Constitutional protections for freedom of expression;
- Whether the resource discriminates or harasses protected classes;
- Whether the material meets or violates the definition of obscenity under state and federal law.

All library practices must comply with the following standards:

- Uphold the freedom of speech protections of the First Amendment as interpreted by the United States supreme court in *Board of Education, Island Trees Union Free School District no. 26 v. Pico*, 457 U.S. 853 (1982) and Article II, Section 10 of the Colorado Constitution;
- Protect against harassment and discrimination with respect to the author, content, and intended audience of a library resource and content or practices that marginalize protected classes (e.g., based on race, gender identity, religion, sexual orientation, disability, or other protected classes);
- Exclude obscene materials, as defined in C.R.S. § 18-7-101(2) and interpreted in *Miller v. California*, 413 U.S. 15 (1973).

DLS Procedure for Handling Formal Complaints for Library Materials

Denver Language School will convene a reconsideration committee, which must include at least one DLS Board member, one school administrator, one Teacher and one member of Library staff. The Committee shall be chaired by any one of the Board of Directors present on the Committee;

1. The complainant must have standing (be parent/guardian of a student enrolled in the school where the reconsideration is being filed) in order to file a formal complaint about a print or digital library resource;
2. The complainant should be referred to the School Library Specialist;
3. The complainant shall be provided the Denver Language School K-8 Request for Reconsideration of Library Materials Form (below), the Denver Language School Library Materials Selection and Reconsideration Policy, and American Library Association - Bill of Rights;
4. The complainant is required to complete and submit the reconsideration form to the Denver Language School Campus Library Specialist within 10 school days of receiving this information (steps 1-3). If a completed and signed reconsideration form is not submitted within this time frame, the matter is considered closed. Upon sharing the reconsideration form the Library Specialist will email the requestor (cc the Campus Principal) with the timeline for the submission of the reconsideration request;
5. The work in question will remain in circulation on library shelves and in the digital collection until a formal decision is made;
6. Upon return of the form from the complainant, the School Library Specialist should notify, and provide a copy of the reconsideration form to, the Denver Language School K-8 Executive Director and Campus Principal;
7. The library staff will obtain copies of the material in question for review by the Reconsideration Committee;
8. The Reconsideration Committee will receive a packet of information for each member: Denver Language School's Mission & Vision, Denver Language School Library Materials Selection Policy, the Library Bill of Rights, and the completed reconsideration form, as well as at least one review of the resource being reconsidered and a list of awards or honors, if any;
9. A formal reconsideration meeting will be scheduled within 20 school days after the reconsideration committee receives the written request. The Committee Chair is responsible for the scheduling of the meeting;
10. The complainant may choose to, but is not required to, make an initial verbal presentation not to exceed 15 minutes about the resource under reconsideration at the reconsideration meeting. The complainant is asked to provide sources for quotes used during this presentation. For matters of clarification, the committee chair may choose to give committee members time to ask questions of the complainant;

11. The Reconsideration Committee will notify the complainant of its decision within three school days of the reconsideration committee meeting;
12. Decisions on reconsidered materials will stand for three years before new requests for reconsideration of those items will be accepted.

Approved by Denver Language School K-8 Board of Directors, 2 December 2025

Denver Language School K-8 - Request for Reconsideration of Library Resources Form

1. Date	
2. Your name	
3. Your address	
4. Phone	5. Email
6. Senate Bill 25-063 states you must have standing (be a parent/guardian of a Denver Public Schools student enrolled at Denver Language School K-8 where the reconsideration is being requested) to file this reconsideration form. Current Student name or Student Number:	
7. What type of resource are you commenting on? ☐ Book/ebook/audiobook ☐ Database ☐ Movie ☐ Magazine ☐ Game ☐ Other, <i>please describe:</i>	
8. What is the title of the item?	
9. Who is the author or producer of the item?	
10. Who is the publisher of the item?	
11. What is the item's copyright date?	
12. What brought this item to your attention?	

13. Have you personally read or viewed the entire item? ☐ Yes ☐ No

If not, your challenge will be dismissed; consequently, you may want to delay completing this form until you have read it.

14. Have you conferred with campus staff regarding this material?

☐ Yes

☐ No

Date of Conference:

15. Explain the purpose of this material as you understand it. Does the general purpose for the use of the material, as described by the school staff member(s), seem suitable to you? ☐ Yes ☐ No

If not, please explain. (You may attach additional information related to the material.)

16. Please cite page numbers or location and specific passages in the material that demonstrate your concerns.

17. In what ways does the material fail to comply with the selection objectives and criteria specified in this Library Materials Selection and Reconsideration Policy?

18. In what ways does the material fail to support the school's mission and vision?

19. In what ways does the material fail to support the district's commitment to intellectual freedom as expressed in the American Library Association's Library Bill of Rights?

20. How do you believe students would be affected by this material?

21. What action are you requesting the committee consider?

- ☐ Permanently remove the resource from the school.
- ☐ Do not permit my child to access the resource.
- ☐ Other, *describe:*

Signature