

Adopted: 2/12/2024

MSBA/MASA Model Policy 606.5
Orig. 2023

Revised: _____

631 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 PURPOSE

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 interests of individual students. The purpose of library materials is to meet the needs of all students. 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 professionally trained school district staff, with recognition that the school board has the final authority on 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 both a school library media center and 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 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.
- 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 Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, 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.
- E. “Student calendar day” is defined as a day during the regular school year when students are present for instruction. This does not include targeted services or extended year programming.

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 district residents are invited and may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

- C. The superintendent's designee shall be responsible for the development of guidelines and procedures to identify the process to be followed to seek the adoption of library materials.

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, including each student;
 - 5. Library materials shall meet high standards of quality.
 - 6. The selection of library materials shall conform to the constraints of the school district budget.
 - 7. Library materials shall be chosen for high interest and to stimulate growth in learners' knowledge, literary appreciation, and artistic expression.
 - 8. Library materials shall support multiple views of controversial issues so that users may develop, under guidance, the practice of critical analysis.
 - 9. Library materials shall realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage (as per statute 120B.235) and our global society.
 - 10. Library material selection shall encourage life-long learning through the use of the library-media center.

11. All materials selected are subject to all state and federal laws.

- B. The library media specialist 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. Library materials that are in poor physical condition, 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 or replaced as determined by the library media specialist or the principal after five (5) years in accordance with the district library curation procedure.
- 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, are approved by the library media specialist, and are accepted in accordance with applicable procedural requirements set forth in laws governing gifts and donations to the school district. 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. MIDDLE SCHOOL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

Students in grades 7 and 8 may check out materials on the Mature Reading List at Forestview Middle School if the Mature Reading List Approval Form has been signed by a parent or guardian.

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/guardian, or resident of the school district 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.
- 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 and the library media specialist shall assume responsibility for processing the request on an informal basis.
2. The building principal shall provide an explanation to the individual who submitted the request within ten school days of the inquiry. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as support or as an independent reading choice for students in the building and any additional information regarding its use (professional reviews). Finally, the principal will share a copy of this policy, which includes the school district's reevaluation of resources procedure.
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 to notify central office administration of the outcome of the principal's informal review. The complainant will separately have an option to initiate a Formal Request for Reconsideration by submitting the required form to the principal as outlined in Section D below. If the concern has not been resolved, the *Request for Reevaluation of a Resource* form shall be provided by the principal to the complainant. The complainant shall complete the form and return it to the principal within 30 calendar days during a student calendar year, not including holidays or breaks in the academic calendar, or the complaint is deemed to be resolved with no action taken. The expectation is that the complainant has read, viewed or listened to the book in its entirety.

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 Reevaluation of a Resource*" form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist 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 five (5) years following the date of final resolution of the initial Formal Request for Reconsideration.

2. The Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the school district administration
 - b. One member of the School Board
 - c. Two (2) principals from (1) PreK-6 Grade, and (1) 7-12 Grade.
 - d. Two teachers from (1) PreK-6 Grade, and (1) 7-12 Grade
 - e. One library media specialist
 - f. Two (2) members of the District Advisory Committee with no direct connection with the request for reconsideration
 - g. Two student representatives (as appropriate to the specific request).
3. Upon receipt of a properly completed *Request for Reevaluation of a Resource* form, the Superintendent or designee shall establish a date for a public meeting at which the Review Committee will discuss the request and decide whether the specific library material conforms to the selection criteria set forth in this policy. This meeting shall occur no later than 25 school days from receipt of the *Request for Reevaluation of a Resource* form or at the conclusion of a current book challenge. The Review Committee will not meet outside the student calendar year nor on holidays within the student calendar year.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional 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 shall submit a Reevaluation of Resource 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. The report from the committee may also include additional recommendations or comments regarding policy or process.

5. The superintendent or the superintendent's designee shall provide the complainant and the school board copies of the Reevaluation of Resource Report. The complainant may appeal the Review Committee's decision to the school board by submitting a written appeal to the superintendent within fourteen (14) days of submission of the Review Committee's report. The school board shall respond to the appeal with a written decision on the complainant's request within six (6) weeks of receiving the submitted appeal form.
6. The written Reevaluation of Resource Report, signed by all members of the Review Committee who attended the meeting and accompanied by all items used during the proceedings, shall be filed with the superintendent. This shall be the official record of the case. If a minority report is made, it shall be included with the official report.
 - a. In the case of a tie vote, the resource shall be retained.
 - b. The decision shall be binding for the individual school/s or as specific in the report by the Review Committee.
 - c. The decision shall be communicated to all appropriate employees.
 - d. A decision to limit or withdraw a resource shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved, nor shall any professional be censured or have their employment affected by decision reached by the Review Committee.
7. Further appeal may be pursued through the courts, only as applicable under federal or 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.901 (Public School Libraries and Media Centers)
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)
Minn. Stat. § 617.241 (Obscene Materials and Performances; Distribution and Exhibition Prohibited; Penalty)
New York vs Ferber, 458 U.S. 747 (1982)
- Cross References:** MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Material)