

Board Information: Jan 8 , 2023 [NEW/MSBA Model Policy/Modified]  
Board Review: February 26, 2024 [NEW/MSBA Model Policy/Modified]  
Board Approval: March 18, 2024 [NEW/MSBA Model Policy/Modified]

Contact Person: Executive Director of Technology & Information Services

## **POLICY 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 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 executive director of technology & information services responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained District staff, with recognition that the school board has the final authority on selection of library materials. Parents and caregivers have the right and the responsibility to determine their children's access to library materials.

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## **REGULATION 606.5 LIBRARY MATERIALS**

### **I. DEFINITIONS**

- A. “Library” is the 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 Districts with multiple school buildings, the term “library” refers to the resource within a specific school building.

The District’s “libraries” are commonly referred to as media centers

Minnesota Statutes, section 124D.901, states that a 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.

The District’s library media specialists are commonly referred to as media directors.

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

- A. The school board recognizes the expertise of the 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 or caregivers, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

## **III. 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. The selection of library materials shall support the core values and mission of the District.
  - 2. 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;

3. 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;
4. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
5. 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;
6. Library materials shall meet 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.
7. The selection of library materials shall conform to the constraints of the District budget.
8. The library materials selection process shall place a high priority on the principles of intellectual freedom: The District believes in helping preserve American Freedoms, particularly the principles of intellectual freedom inherent in the First Amendment of the United States Constitution. These beliefs require a sincere effort to generate understanding of these freedoms through the development of better-informed and more responsible citizens. To facilitate this understanding, the School Board provides resources to meet the educational needs of all students and staff. Therefore, in selecting a varied and stimulating collection of quality resource material, principles must be placed above personal opinion and reason above prejudice.

- 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. The executive director of technology & information services shall be responsible for annually keeping the school board informed of progress on review and selection of each building's library materials.
- D. 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.
- E. 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 approved by the library media specialist. 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.

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

A parent or caregiver may request that access to 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.

#### **V. 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 District employee, student, or a parent or caregiver of a 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.

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and 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 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.
3. If the request is not resolved informally, the principal shall submit a report on the matter to the executive director of technology & information services and the assistant superintendent. The requestor 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 *Formal Request for Reconsideration of Specific Library Collection Material* form [see appendix]. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the executive director of technology & information services, the assistant superintendent and the library media specialist of receipt of a completed Formal Request form.

The District will acknowledge receipt of a Formal Request for Reconsideration within 30 school contract days. One challenge will be addressed at a time. An individual person may challenge only one book per school year.

2. The District shall appoint a Library Materials Review Committee (Review Committee), facilitated by the media program lead or assigned district administrator. This committee shall include:
  - a. One member of the District administration
  - b. One principal

- c. Two teachers
  - d. One library media specialist
  - e. Two members of the District community with no direct connection with the request for reconsideration (one must be a parent or caregiver of a student currently enrolled in the District)
  - f. Two student representatives (as appropriate to the specific request).
  - g. One member from the Office of Educational Equity department
3. The Review Committee 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 using the *Media Materials Review Committee Process* [see appendix].
  4. The Review Committee
    - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material, including the *Selection Rationale for Media Center Resources* [see appendix];
    - 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 executive director of technology & information services and the assistant superintendent containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
    - e. The decision shall be reviewed by the executive director of technology & information services for compliance with policy and regulation.
  5. 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. The final decision will apply to the specific library material at all schools of the same level at those schools.

6. The Review Committee shall inform the requestor and the school board of the Review Committee's decision.
7. The requestor may appeal the Review Committee's decision to the assistant superintendent by submitting a written appeal to the assistant superintendent within fourteen (14) days of submission of the Review Committee's decision to the requestor. The assistant superintendent shall provide a written decision on a requestor's appeal within a reasonable time period.
8. The requestor shall have the right to appeal the decision of the assistant superintendent to the school board.



***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)

# *Request for Reconsideration of Specific Library Collection Material*

## Formal Request for Reconsideration of Library Collection Material

Regulation 606.5



Received by \_\_\_\_\_

Date Received \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Role: ☐ BPS Parent/Caregiver ☐ BPS Student ☐ BPS Staff

### MATERIALS BEING QUESTIONED:

Title \_\_\_\_\_

Author \_\_\_\_\_

Type of Material(s) \_\_\_\_\_

School \_\_\_\_\_

Date of the informal discussion with the Principal or Media Specialist: \_\_\_\_\_

**Please respond to the following questions. If sufficient space is not provided, please use additional paper.**

1. What brought this material to your attention?

2. Have you read/listened to the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, please explain:

3. Please describe your objection to this material. (Be specific: cite specific passages, pages, etc.)

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

Regulation 606.5

4. Have you read professional reviews or considered other opinions of this resource? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please indicate or summarize, including the review source text.

5. In what ways does the material fail to follow the selection criteria specified in School Board Policy 606.5?

6. In what ways does the material fail to support the district's Mission, Vision, and Core Values?

7. Other recommendations for this material?


Signature \_\_\_\_\_

Date \_\_\_\_\_

## BPS Selection Rationale for Media Center Resources

### Selection Rationale for Media Center Resources

Form completed by \_\_\_\_\_ (Media Specialist)

	<b>Title</b> by Author Illustrated by Illustrator
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Schools within ISD 271 with this resource in the Media Center		
School name	School name	School name

When was the material first added to an ISD 271 Media Center collection? Date

Is this resource part of the curriculum? Yes/No

Number of checkouts districtwide: XX

Date of last check out: Date

Professional Reviews Suggested Interest/Age Range: Grades XX-XX, Ages XX-XX

Professional Reviews:

Publication (date, vol, no.)

Summary/Quote from book review.

Publication (date, vol, no.)

Summary/Quote from book review.

Publication (date, vol, no.)

Summary/Quote from book review.

Book Awards/Lists:

#### Reviews & Awards

- Award or notable mention
- Award or notable mention

### **Selection Rationale for Media Center Resources**

Form completed by \_\_\_\_\_ (Media Specialist)

- Award or notable mention

#### **Media Center Book Selection Criteria (from District policy 606.5: Library Materials):**

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:

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2. The library materials selection process shall place a high priority on the principles of intellectual freedom: The District believes in helping preserve American Freedoms, particularly the principles of intellectual freedom inherent in the First Amendment of the United States Constitution. These beliefs require a sincere effort to generate understanding of these freedoms through the development of better-informed and more responsible citizens. To facilitate this understanding, the School Board provides resources to meet the educational needs of all students and staff. Therefore, in selecting a varied and stimulating collection of quality resource material, principles must be placed above personal opinion and reason above prejudice.
3. 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;
4. 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;
5. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
6. 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;
7. Library materials shall meet 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.
8. The selection of library materials shall conform to the constraints of the School district budget.

## Media Materials Review Committee Process

### **BPS Media Materials Review Committee Participant Process**

Thank you for agreeing to serve on a media materials review committee. Our process for materials review is an important part of how we ensure democratic involvement in the resources we provide to students. This document will support you in preparing for and participating on the committee.

#### **Resources**

Along with this document, you have the following resources:

1. The book or material under review
2. The completed *Formal Request for Reconsideration of Specific Library Collection Material*
3. The *Selection Rationale for Media Center Resources* for the book or material under review
4. A summary of current law related to school libraries
5. A copy of Policy 606.5: Library Materials

#### **Preparing for the meeting**

Prior to the review meeting, you should read the above materials, including the challenged material in its entirety. During the meeting, we will discuss the central ideas of the material, the concerns expressed, and the degree to which the material meets the media program selection criteria. Be prepared to discuss:

1. What are the central ideas or themes of the material?
2. What are the concerns detailed in the *Formal Request for Reconsideration of Specific Library Collection Material* ?
3. How has the material been assessed by professional journals?
4. How does the material relate to the summary of current law for school libraries?
5. To what extent does the material support the district's core values and mission?
6. To what extent does the material enrich and support the curriculum and/or respond to the personal needs and interests of students?
7. To what extent does the material meet standards of quality in the areas of: artistic quality and/or literary style; authenticity; critical thinking; educational significance; factual content; high interest for intended audience; and readability?

#### **At the meeting**

Following the discussion of the material using the prompts above, the review committee will decide whether the material, as a whole, conforms to the media program's selection criteria.

A written report will be submitted containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.