

## Education Programs

### Library Materials

#### I. Purpose

This policy provides direction and delegates 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.

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 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.

#### 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. School library media specialists will use their subject knowledge and

expertise, combined with accepted standards to evaluate and select collection items. To build a collection, materials and resources are evaluated according to one or more of the following criteria. An item need not meet all of the criteria in order to be added to the collection.

- B. 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 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.
- C. 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.

- 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 or the principal.

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 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. Maintaining the Collection

It should be understood that maintaining the collection is an ongoing process that includes the removal of materials that no longer meet the selection criteria and the replacement of lost/worn materials still of educational value. Evaluation of materials included, but is not limited to:

- A. Accuracy of information
- B. Circulation statistics
- C. Condition of the material
- D. Connection to current curriculum
- E. Publication date
- F. Reconsideration of previously selected materials

VII. 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.

VIII. 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. The director of district media and technology services will be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of library materials and resources.
- C. A school district employee, student, or a parent or guardian, or resident of a district student 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.
- D. Informal Request for Reconsideration of Specific Library Material
  - 1. 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.
  - 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.
- E. 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 *Library Materials and Resources Reconsideration (see Appendix)* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal will 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 will not be subject to additional requests for reconsideration for three years following

the date of final resolution of the initial Formal Request for Reconsideration.

Formal requests will be handled consecutively, not concurrently.

2. **Annually, building principals will establish a Review Committee that consists of the following individuals:**
  - a. 1 licensed library media specialist (preference to the media specialist at the location where the book is being challenged)
  - b. Director of Media & Technology Services
  - c. 1 Building Principal (preference to the principal at the location where the book is being challenged)
  - d. 2 teachers
  - e. 2 student representatives (as appropriate to the specific request)
  - f. 2 members of the district community with no direct connection to the request for consideration.

**If any of the above parties are directly involved in the request for consideration, building principals will appoint alternate individuals to participate in the review process in question.**

3. The Review Committee will 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.
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 school 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.
6. The requester will have the right to appeal the decision of the superintendent or the superintendent's designee to the board.

Legal References:

Minn. Stat. § 120A.22, subd. 9 (Knowledge and Skills)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
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)

Cross References:

Policy 111 (Equity in Educational Achievement)  
Policy 524 (Electronic Technologies Acceptable Use)  
Policy 606 (Textbooks and Instructional Materials)

Policy  
adopted:

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Appendix to Policy 606.5

### Request for Library Materials and Resources Reconsideration Form Instructions

School Board Policy 606.5 outlines the Reconsideration 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 services is the second step in the Reconsideration Process.

#### Instructions:

1. Forms can only be completed by a ~~current~~ parent or guardian of a currently enrolled student in the school district, a student in the district, or a resident of the ~~Edina School District~~ district.
2. Prior to submission of the form, an applicant should 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 ~~Forms will only~~ may be ~~accepted~~ submitted. ~~after the applicant has had an informal meeting with the building principal and library media specialist to explain selection, discuss concerns and explore options.~~ 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 ~~requestor~~-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 ~~requestor's~~-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 Reconsideration Committee acts on the initial request.



7. The ~~requester~~ requester may include additional pages to the completed form if needed.
8. The form asks ~~requester~~ the requester to frame their responses in the context of the following policies, statutes, and documents. Please review them:
  - ~~District 273 Selection~~ 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 ~~district~~ superintendent designee will schedule a meeting with the challenger to review the Reconsideration Process and discuss next steps.
11. Please note, the challenged material will remain in use and ~~shall~~ will not be removed until the entire reconsideration process has been completed.

## 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

\_\_\_\_\_ 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:

\_\_\_\_\_

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

1. Who/What brought this resource to your attention?

2. Have you seen, read, or listened to this resource in its entirety?

Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please explain:

3. Explain the purpose and theme of this material as you understand it.

4. In your opinion what worthy qualities does this material contain?

5. Please describe your objection to this resource. Citing specific passages, pages, etc., would be helpful to the committee.

6. Which professional reviews have you read or considered?

Please indicate or summarize, including the text of the review and a citation for the review source (e.g., School Library Journal, Kirkus, Booklist, Library Journal, Horn Book).

7. In what ways does the material or resource fail to comply with the selection objectives and criteria specified in School Board Policy 606.5?

8. In what ways does the material or resource fail to support the district's mission, goals, and strategic plan?
9. In what ways does the material or resource fail to support the district's commitment to intellectual freedom as expressed in the American Library Association's Bill of Rights, the National Council of Teachers of English Students' Right to Read Statement, and the First Amendment of the United States Constitution?
10. How do you believe students would be affected by this material or resource? Please provide evidence for that belief and its citation.
11. What action do you recommend that the school take on this material or resource?
- ☐ Do not permit my student to access the material or resource
  - ☐ Request implementation of the review process (Appendix #)
  - ☐ Other, describe:
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 the Library Materials and Resources Review Process, 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/caregivers/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 (\_\_\_/\_\_\_)