

Adopted: April 24, 2023

Revised: \_\_\_\_\_

## **Policy 631**

### **SELECTION OF MEDIA CENTER MATERIALS POLICY**

#### **I. PURPOSE**

The purpose of this policy is to provide direction for selecting media center materials, and supplementary instructional materials not covered in Policy 606 and to provide a protocol for reconsidering all materials.

#### **II. GENERAL STATEMENT OF POLICY**

Delano Public Schools (the District) provides a range of instructional materials, on all levels of difficulty, with diverse appeal and different points of view for all learners. The primary purpose of library media-materials and all other instructional materials is to implement, enrich, and support the educational programs of the school. The Delano School Board of Education (Board) allows for the review of instructional materials through established procedures.

#### **III. OBJECTIVES OF MEDIA CENTER MATERIALS, TEXTBOOKS AND INSTRUCTIONAL MATERIAL**

The inclusion of material does not imply the ideas presented in the material are endorsed by Delano school personnel, students, employees or parents. The District may express concerns about materials used and issues explored in educational programs. Whenever a concern is expressed, the District will respond with a defined process.

To ensure the District's media centers, textbooks and instructional materials remain an integral part of the educational program, the following objectives are adopted:

- A. To provide materials that enrich and support curricula and meet varied personal needs, interests and abilities.
- B. To provide materials that will stimulate growth in knowledge, literary appreciation and artistic expression.
- C. To provide materials with multiple viewpoints so under guidance users develop

critical analysis skills that are applicable to real-world concepts and experiences.

- D. To provide materials that realistically represent a pluralistic society and reflect the contributions made by diverse groups and individuals.
- E. To place principle above personal opinion and reason above prejudice to assure a comprehensive media collection that is appropriate for all users.
- F. To encourage life-long learning through the use of the media center.

#### **IV. PARTIES RESPONSIBLE FOR SELECTING MATERIALS**

- A. Selecting media center materials is delegated to the District's licensed media professional. The selection process may involve many people, including library/media specialists, teachers, students, supervisors, administrators and district residents.
- B. The selection of core instructional materials is governed by Policy 606.
- C. The selection of instructional and supplementary instructional materials is delegated to the classroom teacher and is subject to the reconsideration procedures of this policy.

#### **V. CRITERIA FOR SELECTING PRE K-12 MEDIA CENTER COLLECTION MATERIALS**

The school library media specialist(s), will evaluate and select collection items. Materials are evaluated according to one or more of the following criteria; an item need not meet all of the criteria to be added to a collection. Materials that are donated or gifted to the district shall be accepted or denied using the same selection process if the District's school board decides to accept donated or gifted materials.

Media center materials should:

- A. Contribute to the objectives of an instructional program and align with the District's Strategic Plan.
- B. Be relevant to the target audience's reading ability and social development.
- C. Represent artistic, historical and literary qualities through the reputation or qualifications of the author, illustrator, creator and/or publisher.
- D. Be relevant to today's world.

- E. Encourage an appreciation for enjoying reading books and other literal materials.
- F. Reflect problems, aspirations, attitudes and ideas of a global society.
- G. Represent differing viewpoints.
- H. Respect social, cultural and racial plurality and positively emphasize the abilities of individuals.
- I. Reflect reputable reviews (including publisher catalogs, vendor databases, award lists, and published reviews). Publish Interest level, reading and ages.
- J. Relate to existing collections and other materials available on the subject.
- K. Support grade-level and content instruction for students to read and analyze the United States of America's founding documents as well as documents that contributed to the foundation or maintenance of the United States of America. L. Be educationally suitable given the age of the students.

## **VI. PROCESS FOR DESELECTION AND RECONSIDERATION OF MATERIALS**

It should be understood that curation of the media center collection is an ongoing process which will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. The responsibility of curating the media center collection is that of the media specialist.

While the Board of Education generally supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association, occasionally, objections to the instructional materials will be made. Only students attending a Delano Public School, parents or guardians of a student(s) currently attending a Delano School, current employees of the school district or people who live within the school district may file a challenge about instructional materials using the process below.

If there is a concern about instructional materials the following process should be followed:

### **A. Meet with the school administration**

Before making an official Request for Reconsideration, the complainant shall meet with the school administration to discuss the nature of the challenge/concern and to understand additional context for the resource. The complainant must meet with the school principal before a formal Request for Reconsideration is made. If such a meeting **does not** occur, formal Requests for Reconsideration are null and void.

The building principal may include teachers and/or media specialists as needed. Potential outcomes of this initial meeting may include:

1. Teacher/media specialist will support finding a reasonable alternative title.
2. Individual student library records will be updated to reflect parental/guardian decisions regarding subjects of titles.

#### **B. Making a Formal Request for Reconsideration**

If the initial meeting with the school administration does not adequately address the needs of the complainant, a formal Request for Reconsideration may be made. Formal requests must follow the stated process:

- a. The complainant must complete a Request for Resources Reconsideration Application and submit it to the school principal. The school principal will make a copy of the Request for Resources Reconsideration Application (attached) available.
  - i. Information on the application will be handled following federal and Minnesota data practices requiring privacy for educational data. Personal data from a challenger will not be made public.
- b. Upon receipt of a completed Request for Resources Reconsideration Application, the school principal will notify the superintendent, media specialist and/or teacher(s) involved that a formal request has been made.
- c. A district representative will convene the Committee to Reconsider Resources, schedule meetings and gather needed resources.
- d. The Committee to Reconsider Resources will implement the steps outlined in the Challenge Procedure. Use of challenged resources shall not be restricted during the re-evaluation proceedings.

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

Parents and guardians are responsible for speaking with their children about the library materials they choose to access for independent reading. The District will not honor requests from parents to ban their children from accessing specific materials in the library.

### **VIII. REQUESTS TO REMOVE SPECIFIC LIBRARY MATERIALS**

**A. Eligible Individuals.** The following individuals are eligible to initiate a review process to determine whether a specific library material will be removed: an eighteen-year-old student who attends the school in which the library material is located; the parent or guardian of student who is less than eighteen years of age and attends the school in which the library material is located; the principal of the building in which the library material is located; the district's superintendent; a quorum of the school board as evidenced by a vote of the school board at an open meeting.

**B. Limited Number of Requests.** Because of the time required to process a removal request, the District will process no more than nine requests (one for each month the school is in session) for removal per school year.

#### **C. Meeting Required.**

Before requesting the removal of a specific library material, an eighteen-year-old student or the parent or guardian of a student who is less than eighteen years of age

must meet (virtually or in person) with the library specialist and building principal to state the objections to the specific library material and to give the library specialist and the principal an opportunity to respond.

**D. Request for Removal.**

An eligible individual may request the removal of a specific library material by submitting a written request to the superintendent's office on a form developed by the superintendent or a designee. The form must be completed in its entirety. The superintendent will not process the request if the specific material has been the subject of a request for removal during the previous five years or if the form is not completed in its entirety.

**VII. THE COMMITTEE TO RECONSIDER RESOURCES**

The Committee to Reconsider Resources will include at least seven people, with representation of at least one of each of the following from the building where the objection was raised, if appropriate:

- Media Specialist
- Parent/Guardian
- Student (if appropriate)
- Teacher
- Principal
- School Board Member
- Teaching and Learning Coordinator

The membership of the committee is at the discretion of the district administration. Members may be added to the committee based on the subject matter of the resource.

- 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)
  - Board of Education v. Pico, 457 U.S. 853 (1982)
  - Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943 )

- Cross References:**
- District Policy # 603 (Curriculum Development)
  - District Policy # 604 (Instructional Curriculum)
  - District Policy # 606 (Textbooks and instructional Materials)

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

**Adopted June 18, 1948.**

**Amended February 2, 1961, June 27, 1967, January 23, 1980, January 29, 2019 by the ALA Council.**