Adopted: 09-26-2025

1. Purpose & Scope

The purpose of this policy is to:

- Provide clear guidance for selecting, challenging, and reconsidering library materials.
- Comply with **Minn. Stat. § 124D.991**, ensuring equitable, free, and accessible library/media center services.
- Comply with **Minn. Stat. § 134.51**, which prohibits removal or restriction of materials based solely on viewpoint, and mandates a reconsideration process with reporting to MDE.

2. Definitions

Defined as per state statutes :

- **Library/media center** – school resource center serving students, staff, managed by a licensed library media specialist.
- **Library materials** – includes books, periodicals, digital resources, audiovisuals, etc. (excluding curriculum textbooks).
- **Library media specialist** – licensed under MN Rules §8710.4550 or holding MLS degree or equivalent professional training.

3. Core Requirements

A. Equitable Access & Staffing

- Every student, teacher, and administrator must have equitable, free access to organized, cataloged materials.
- Library must be staffed by a licensed media specialist as per MN statute..

B. Collection Development Plan

Must include:

1. **Selection criteria** (see below)
2. **De-selection/deselection** procedures
3. **Challenge/reconsideration** framework
4. **Intellectual and academic freedom** statement

C. Physical & Digital Capacity

- Housed centrally, with a suitable environment for learning.
- Equipped with appropriate technology and internet access.

4. Materials Selection

A. Decision-Makers

- Final selection authority resides with board, but selection responsibility is delegated to:
    - Licensed library/media specialist, or
    - MLS-degreed librarian, or
    - Professional trained in collection management

B. Selection Criteria

Materials must:

1. Support general and school educational goals.
2. Enrich curriculum and promote reading for pleasure.
3. Include diverse perspectives (no exclusion based on author race, gender, religion, politics).
4. Match student maturity levels and diverse learning needs.
5. Meet quality standards (artistic, factual, readability, critical thinking).
6. Fit within budget

C. Non-Selection Reasons

May decline or remove materials for:

- Space, damage, obsolescence
- Pedagogical appropriateness
- Compliance with law

5. Deselection / Withdrawing Materials

- Outdated, inaccurate, damaged, or seldom-used items may be removed.
- Replacement or withdrawal is decided by media specialist/principal following selection criteria

6. Gifts & Donations

- Acceptable only if aligned with selection criteria.
- Final acceptance by media specialist; board may decline inappropriate gifts

7. Parental Restriction of Student Access

Parents/guardians may request restrictions to **their own child's access**, but not removal from the library:

- School will take "reasonable steps" to restrict access for that child only (e.g., restricted checkout or filtering)

8. Challenge & Reconsideration Process

A. Informal Stage

- Request made to media specialist/principal.
- Media specialists/principals respond with rationale based on selection criteria.
- If unresolved, formal stage may begin

B. Formal Stage

- Requester submits a completed Reconsideration Form (one title per form).
- Media specialist/principal notify the board's designee.
- **Review Committee** (board-appointed) convenes within approx. 30 workdays. Committee includes media specialist, admin, teachers, community members, (and potentially student reps)
- Committee reviews the material in full, evaluates against criteria, consults professional sources and context, and submits written recommendations.
- The designee communicates the decision to requester, with an option to appeal to board

C. Result & Cooling-Off Period

- If retained, the material cannot be challenged again for three years from final decision

9. Reporting to Commissioner of Education

Per Minn. Stat. § 134.51, upon completion of a formal challenge, the school must report to MDE including:

1. Title, author, and identifying info.
2. Date, time, location of hearing with minutes/transcript.
3. Result of challenge.
4. Contact info for follow-up

10. Employee Protection

No staff may be disciplined or discriminated against for complying with this policy or statute

11. Revision & Review

This policy will be reviewed and updated at least every **three years** or when state law changes.