

Technical Academies of Minnesota

606.5 Policy Formal Request for Reconsideration of Specific Library Collection Material

The Technical Academies of Minnesota School Board adopted Policy 606.5 (Library Materials), under which the charter school board delegated responsibility for selection and evaluation of library materials to charter school staff. This policy establishes procedures for the formal reconsideration of specific library collection material.

A Technical Academies of Minnesota employee, student, or a parent or guardian of a charter school student may request reconsideration of specific library material on the basis of appropriateness.

A requester has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is the submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

The Academic Excellence Committee Chairperson

Date: _____ **Name of Requester:** _____ **Phone:** _____

Address: _____ **Email:** _____

Type of Library Material (please check)

Book (e-book)	☐	Audio Recording	☐
Movie	☐	Digital Resource	☐
Magazine	☐	App	☐
Database	☐	Streaming Media	☐
Newspaper	☐	Other	☐

Title: _____

Author/Producer: _____

Please explain the concern you have about this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

Have you examined the entire Library Material? If not, please identify the sections you reviewed.

Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5

Please set forth the resolution that you seek.