

L.C. SWAIN MIDDLE SCHOOL  
LIBRARY MEDIA PROGRAM  
5332 LAKE WORTH ROAD,  
GREENACRES FL, 33463

# Collection Development Plan FY 23

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3 May 2022

## MISSION STATEMENTS

*L.C. Swain's Library Media Program* adheres to the Mission Statements set forth in order to support and promote the education of the students in our community.

### **L.C. Swain Middle School**

The mission of *L.C. Swain Middle School* is for all school stakeholders to work cohesively to accomplish high student achievement for all students in a learning environment where all school stakeholders feel valued and respected.

### **Library Media Center**

The *Library Media Center* is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

*The Library Media Center Staff* of L.C. Swain Middle School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21<sup>st</sup> century as outlined in the ALA Library Bill of Rights (located in the appendix). The library media staff will provide a learning environment which promotes inquiry. They will stimulate intellectual curiosity with the programming offered. They will encourage reading for pleasure & help develop diverse interests for the enjoyment of life-long learning. They are also dedicated to providing and promoting instruction to prepare students to become independent users of libraries and information resources.

## PURPOSE

This Collection Development Plan should be used as a resource in developing the L.C. Swain Middle School book & ebook collections, technologies, and activities offered within the Library Media Center. All resources purchased and activities promoted should reflect the goals and stipulations stated within this document.

## SCHOOL COMMUNITY

The *L.C. Swain Middle School Media Center* is a resource for children in grades 6-8 and in the 11-14 age group, as well as their families. According to the Palm Beach County School District's Gold Report, L.C. Swain Middle supports a community where 74% of students are Hispanic, 15% Black, 7% White, 2% Asian, 1% mixed race, & 1% are American Indian. Currently, 92% of the school population is on a free or reduced lunch plan. Three main languages are spoken within the school's community; English, Spanish, & Creole. We are also a Spanish Dual Language Choice School and offer In-House programs such as Pre-Information Technology, Pre-Law, & Pre-Medical Sciences, & AVID.

## LIBRARY PROGRAM OVERVIEW

The *L.C. Swain Middle School Media Center* is currently an open media program. Students and teachers have open access to the Library Media Center & can request direct instruction on a number of topics, such as library usage and resource application skills. Direct instruction is offered through one-on-one teaching at a student's request, through formal classes held in the media center, and through online tutorials available in Google Classroom. Self-discovery, & inquisition are promoted through the use of MakerSpace & STEM activities available both in the physical library as well as online through Google Classroom.

## BUDGET & FUNDING

An overview of the different types of funds allocated to the *L.C. Swain Library Media Center* are outlined below. A chart showing L.C. Swain's Library Media operating budget is shown below and is supplemented through book fairs, donations from SAC, and Title 1 funding.

### Types of Funds

- **6202 Funds:** These are the funds which the media program has at the beginning of the year in order to purchase books, supplies, AV equipment, & magazines in order to support the media program.
- **3070 Funds:** These are Categorical Funds which are allocated from the state for the selection of new books.
- **8430 Funds:** These are the funds which allow our school to select a new piece of hardware from a list of items in order to support the Library Media Program.

- **Media Internal Account:** Funds raised through fundraisers such as book fairs and bookmark sales, as well as those acquired from students for lost and damaged items.

### Annual Budget

| Account Number   | Title                             | Budget                            |
|------------------|-----------------------------------|-----------------------------------|
| <b>3070</b>      | <b>Categorical Funds</b>          | <b>\$2,572.00</b>                 |
| 551100 (6202)    | Supplies                          | Dispersed from above funding      |
| 562230 (6202)    | AV Materials                      | Dispersed from above funding      |
| 553420 (6202)    | Periodicals                       | Dispersed from above funding      |
| 561100 (6202)    | Books                             | Dispersed from above funding      |
| 536680 (6202)    | Electronic Database Subscriptions | Dispersed from above funding      |
| <b>5-1700.00</b> | <b>Internal Account</b>           | <b>2,979.11</b>                   |
| <b>8430</b>      | <b>Destiny Funds</b>              | <b>Library Hardware Selection</b> |

## ANNUAL GOALS

The L.C. Swain Library Media Program's annual goals have been set by reviewing the previous years goals and objectives and then moving forward with the next step in achieving the multi-year plan set forth by the principal, assistant principal, and media specialist.

### Goal #1

Increase student circulation of materials by:

- Selecting high-quality/ high-interest materials
- Re-organize the Fiction Section by Genre
- Promoting Online Access to Ebooks
- Establish & Promote Reading Incentive Programs such as:
  - Scholastic Reading Counts
  - Library Media Center Google Classroom
  - Book Clubs

**Goal #2**

Increase student engagement with the Library Media Center by:

- Updating the physical design of the on-campus library
- Collaborating with Teachers
- Promoting Open Library Hours
- Promoting Online Access to Ebooks

**Goal #3**

Write grants for:

- Updating physical appearance of the Library Media Center
- Updating equipment for the TV Studio & Makerspace areas of the Library Media Center

**SCOPE OF COLLECTION**

The development of L.C. Swain's Library Media Center collection is based upon the curriculum of L.C. Swain Middle School, the guidelines of the School District of Palm Beach County, and governed by the Department of Education of the State of Florida.

**Book Formats**

Hardback, paperback, & ebooks will all be purchased for the L.C. Swain Library Media Center.

Hardback books will be purchased for most physical titles, as they are more durable.

Paperbacks, however, will be considered for our most popular books, which often either get ruined very quickly regardless of format or get lost, in order to keep costs down when purchasing replacements. Due to a higher usage of online platforms such as Google Classroom, more students are becoming comfortable with viewing online books, so high-interest ebooks will be purchased that students will be able to access from any device with online access.

Foreign language books in both Spanish and Creole (when available) are also a necessary component to our media center considering the Spanish and Creole populations that our school is serving. We will continue bolstering our foreign language section with high-interest books.

We will also continue to provide a number of professional books for our faculty and staff to use. These are often selected by administration and added to the professional library thereafter. As per School Board Policy 8.12 (2d) (located in the appendix), the non-fiction book collection will be arranged in the standard Dewey Decimal format.

## **Software, Websites, & Applications**

The software, websites, and apps currently used in the *L.C. Swain Media Center* are purchases made by the Palm Beach County School District that users can access through their School District Portal. Any other software, websites, and apps purchased, used, and/or promoted within the school's media center will be subject to the guidelines outlined in the selection and evaluation criteria below.

## **Equipment & Hardware**

Current equipment & hardware available in our media center include several ipads which are available for use within the library setting, but do not get checked out. Each year, the 8430 funds provide the media specialist with the opportunity to add a new vital piece of hardware to their media program. Other support hardware & equipment is generally funded with the AV/equipment line of the 6202 funds.

## **COLLECTION DEVELOPMENT**

The *L.C. Swain Middle School Library Media Center* is dedicated to providing quality materials and equipment for its' student population by developing the collection of books and materials to suit its' current needs. Each year's inventory provides the media specialist with data which helps them curate the collection. Other information which drives the collection's development are staff, student, and parent requests, as well as current trends.

## **SELECTION & EVALUATION CRITERIA**

As per School Board Policy 8.12 (6d) (located in the appendix), the following criteria should be used when selecting new materials for the schools' collection. The items should have been reviewed by professional publications, have educational significance, be appropriate, and accurate, have literary merit, fall within the scope of learning, have a high quality of technical and aesthetic arrangement, be in demand, have a lasting quality, with a copyright date, and if necessary, be translated with integrity.

## **Non-Fiction Book Guidelines**

*L.C. Swain Middle School's* media specialist will curate the school's non-fiction selection by listening to requests from the community, knowing the Florida Standards content topics,

supporting any non-fiction and/or STEM initiatives in the current school environment, and by making sure the information contained within is both current and accurate.

### **Fiction Book Guidelines**

*L.C. Swain Middle School's* media specialist will curate the school's fiction selection by listening to requests from the community, making sure the selections have reputable, unbiased, and professional reviews, are educationally significant, and have literary merit.

### **Software, Websites, & Application Guidelines**

*L.C. Swain Middle School's* media specialist will curate the school's software, websites, and apps by continually re-visiting current technology trends through the use of professional magazines and reviews. These items must also have educational significance, be appropriate, and be accurate.

### **Equipment & Hardware Guidelines**

*L.C. Swain Middle School's* media specialist will curate the school's equipment and hardware selection by listening to requests from the community, comparing their educational significance and return, and selecting items which are easily teachable to the community of users.

## **PROCESSING**

*L.C. Swain Middle School's* Library Media Center processes many books throughout the year. The following are the standards by which all new books will be treated prior to going out onto the shelf.

### **Procedures for processing *New Items* are as follows:**

1. Add barcode to lower left corner.
2. Add volume to existing MARC records in Destiny. If no record exists, send to LMS using the proper guidelines located in the LibGuides.
3. Add the call number to the spine.
4. Stamp *L.C. Swain's* address on the inside front cover.
5. Add a book pocket and due date card to the inside back cover.
6. Check Reading Counts, Lexile, and Reading Level and add to the book pocket on the inside back cover.
7. Add Orange Reading Counts, YA, Graphic Novel, or other necessary labels to the spine.
8. Laminate dust jacket or paperback book covers if applicable.

**Procedures for processing Existing Items are as follows:**

1. Check labeling for accuracy.
2. Update existing MARC record if necessary.
3. Update call number on spine if necessary.

**GIFTS & DONATIONS**

Gifts and donations to the library media center at *L.C. Swain Middle School* is encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it is determined that they meet the PBC School Board Policy 8.12 (6d) (located in the appendix) selection policy as well as fit into the current collection's goals. Donated items which do not meet the above criteria may be treated as weeded items and given away to students and staff or may be used for other educational purposes.

**COLLECTION MAINTENANCE****Inventory**

As per PBC School Board Policy 8.12 (5) (located in the appendix) the *L. C. Swain Middle School Library Media Center* inventories its collection each year on a rotational three-year cycle as outlined below.

- Year 1 Easy & Fiction Sections
- Year 2 Non-Fiction Section
- Year 3 Biography, Reference, Foreign Language, & Professional Sections as well as any AV materials & equipment

The entire collection was inventoried in FY21 due to the loss of books from the Covid shut down. This year will begin Year 1 of the three-year cycle.

**Weeding & Maintenance Selection**

The weeding process is an ongoing process and books will be removed from the collection as necessary by using the criteria outlined below.

- Contains outdated and/or inaccurate information
- Worn-out and falling apart despite attempts at simple repairs
- No longer meets curriculum needs

- Has not circulated in 5 or more years

### **Weeding & Maintenance Withdrawal**

Materials weeded from the collection must be withdrawn from the Destiny system by following the process outlined below.

- Delete the copy from Destiny Library Manager
- Mark "track as weeded"
- Remove barcode, call number, labels, and other identifying information
- Dispose of weeded materials.

### **Weeding & Maintenance Disposal**

The weeded materials can be disposed of in different ways at the discretion of the Library Media Specialist, as long as it's in accordance with the PBC School Board Policy 7.12 (2) (located in the appendix). Some disposal options are outlined below.


- Current books without mis-information may be given to teachers for classroom use or students for individual use.
- Materials may be recycled for various instructional activities.
- Materials may be boxed up and PONIED to the McKessan Building using the procedures and forms found in the LibGuides.

### **Weeding & Maintenance Replacement**

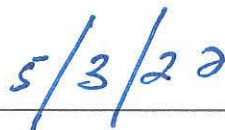
Weeded and lost library books may be replaced with a new book which helps the Library Media Program achieve its collection goals for the current year.

## **RECONSIDERATION OF MATERIALS**

The *L.C. Swain Library Media Center* is committed to following the guidelines and procedures outlined in the PBC School Board Policy 8.125 (located in the appendix). Any person wanting to challenge the materials housed within the school's media center will fill out form PBSB 1113 (located in the appendix)



L.C. Swain Principal's Signature



Date



## APPENDIX

### **Library Bill of Rights**

<http://www.ala.org/advocacy/intfreedom/librarybill>

### **Palm Beach County School Board Policies 7.12, 8.12, & 8.125**

<https://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=9R8NDB5AD0A1#>

### **Form PBSD 1113**

<https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf>

# 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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which 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.
- VII. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).



|              |   |
|--------------|---|
| Book         | School Board Policies                               |
| Section      | Ch. 7. Facilities and Operations                    |
| Title        | Disposal of School Board Real and Tangible Property |
| Code         | 7.12  |
| Status       | Active  |
| Adopted      | February 18, 1972                                   |
| Last Revised | July 26, 2017                                       |

### **Policy 7.12 - Disposal of School Board Real and Tangible Property**

**Purpose:** The purpose of this policy is to set forth the procedures of the School District in disposing of real and tangible property owned by the School Board.

1. In accordance with SREF section 1.4(4) (2014) district school boards are required to deposit the proceeds from the sale of land or other real property into the account used to fund the original acquisition. If the original fund source was by donation or is not known, the funds must be deposited into the account for proceeds from the sale of real property and expended only for capital outlay purposes.
2. Due to the uniqueness of real estate transactions and depending upon the specific circumstances, the District, when divesting real property takes the following steps (some or all of which may be eliminated on a case by case basis depending on the circumstances that meet the needs of the District):
  - a. The Planning and Intergovernmental Relations Department determines the need for a new school or ancillary facility based on the Five Year Plan, the 10-20 year plan, student projections and school utilization.
  - b. If the criteria set forth in "a" above does not identify the need for School Board owned property for a school site or ancillary facility, the School Board may consider divesting title to the property.
  - c. Subject to the rules of the State Board of Education, the School Board may dispose of any land or real property to which the School Board holds title which is, by resolution of the School Board, determined to be unnecessary for educational purposes or ancillary use as recommended in an educational plant survey.
  - d. An appraisal may be obtained prior to or simultaneously with the issuance of a solicitation seeking offers to purchase, exchange or otherwise divest title to the property.
  - e. A solicitation seeking offers and an Agreement for Sale and Purchase is prepared for the competitive process. Interested potential buyers are required to submit through the bid process.
  - f. If a potential buyer is selected, staff will proceed with negotiations.
  - g. If agreement is reached, the potential buyer will sign the contract and it will be placed on an agenda for a School Board meeting to obtain School Board approval.
  - h. If no offer to purchase is received, no agreement is reached with a potential buyer, or the School Board does not approve an agreement presented to the School Board, staff may continue to market the property or withdraw it from the market, in the discretion of the Chief of Facilities Management. If the School Board decides to not sell the property, a solicitation may be prepared for Charter Schools to submit a request to use the facility for an interim period of time (Policy 7.012).
    1. Pursuant to Fla. Stat. § 1002.33 (18)(e), if "a district school board facility or property is available because it is surplus, marked for disposal, or otherwise unused, it shall be provided for a charter school's use on the same basis as it is made available to other public schools in the district." No public

school within the district shall have access to another public school's facility for use, except through School Board Policy 7.012 relating to Interim Property and School Board Policy 6.20 relating to the Sharing of Football Facilities.

3. The Superintendent shall have the authority to dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2).
4. **All tangible property** considered excess, obsolete or surplus should be disposed of by one of the methods described in Chapter 21, of the Purchasing Manual.
5. In all cases, proceeds from sale of tangible property shall be deposited to the District's General Fund, **unless the proceeds are related to the disposal of items purchased with Federal Grant Funds, in which case the proceeds will have to be deposited back to the grant. The funds may be used to purchase similar assets or may have to be sent back to the Federal Grant, depending on the grant's rules.**

|                      |   |
|----------------------|---|
| STATUTORY AUTHORITY: | Fla. Stat. §§ 1001.32(2); 1001.41(1) & (2); 1001.42(2) & (23); 1001.43(2) |
| LAWS IMPLEMENTED:    | Fla. Stat. §§ 274.05, 274.06, 1002.33(18)(e), 1006.41, 1013.28(1) & (2)   |
| HISTORY:             | 2/18/72; 4/6/83; 7/09/2008; 7/26/2017                                     |



|              |   |
|--------------|---|
| Book         | School Board Policies                       |
| Section      | Ch. 8. Curriculum and Instruction           |
| Title        | Selection of Library Media Center Materials |
| Code         | 8.12  |
| Status       | Active                                      |
| Adopted      | February 18, 1972                           |
| Last Revised | January 24, 2018                            |

### **Policy 8.12 - Selection of Library Media Center Materials**

1. **Adequate Library Media Materials.**-- Library media materials for the school's Library Media Center, including print, non-print, serials [periodicals], electronic resources, computer software, video images, films, and instructional television programs, represent fundamental resources selected for schools to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. It is the shared responsibility of the State, District, and school, within budgetary constraints, to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. It is also the responsibility of the State and District and school to provide library media materials that represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
2. **Purpose.**-- The Board believes that the selection of library media materials are within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
  - a. Promote the development of lifelong reading habits and information literacy skills in students;
  - b. Provide a broad background of information resources in areas of knowledge;
  - c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
  - d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
  - e. Support the professional needs of teachers and administrators; and
  - f. Introduce new instructional technologies into the learning environment.
3. **Choice.**-- Library media materials are available to students and staff as optional resources and are usually not mandatory reading as is the case with textbook instructional materials.
  - a. Library media that is sensitive or mature may not be appropriate for all readers in a school but remains a part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level and maturity level of students when helping make selections for individuals,

reading aloud to groups, or when having whole class participation in a reading project. If a parent or adult student states a reasonable objection to library reading material assigned to a class, comparable instruction will be made available for the student through an alternate reading assignment without penalty.

**4. Use of Library Media Materials Allocation.--** School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the manner in which materials are used to implement the curriculum of the school under Fla. Stat. § 1006.40.

**5. Management of Library Media Materials.--** Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.

## **6. Selection Criteria**

- a. Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" ([www.ala.org/advocacy/sites/ala.org/advocacy/files/content/intfreedom/librarybill/lbor.pdf](http://www.ala.org/advocacy/sites/ala.org/advocacy/files/content/intfreedom/librarybill/lbor.pdf)) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.
- e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. Additional criteria used in evaluating all materials include:
  - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
  - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
  - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
  - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
  - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
  - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.

- vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

#### RULEMAKING

AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32(2); 1001.41(1),(2) & (5); 1001.42 (28).

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42 (2), (9) (13), & (19)(a); 1001.43(2) & (3); 1006.28;; 1006.40; 1006.41; 847.012.

2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018

HISTORY: RELATED POLICIES: Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including reading Lists



|              |                                   |
|--------------|-----------------------------------|
| Book         | School Board Policies             |
| Section      | Ch. 8. Curriculum and Instruction |
| Title        | Website Review and Filtering      |
| Code         | 8.125                             |
| Status       | Active                            |
| Adopted      | December 5, 2007                  |
| Last Revised | October 18, 2017                  |

### **Policy 8.125 - Website Review and Filtering**

1. The Information Technology (IT) Division, in collaboration with the Educational Technology Department, shall install, configure, and use an Internet filter to implement and maintain website filtering settings to assure the appropriateness of websites viewable by students and employees. The filter settings shall be based on the criteria listed in paragraph 5 below to block websites when the content does not meet the criteria.
2. IT shall utilize filters, firewalls, and other technology devices to attempt to block web-transmitted malware, including but not limited to, malicious software, spam, viruses, worms, spyware, and adware, and to disallow any attempts to circumvent these devices.
3. Definitions: These definitions apply to terms within this Policy.
  - a. Harmful to Minors - Any reproduction, imitation, characterization, description, exhibition, presentation, or representation, of whatever kind or form, depicting nudity, sexual conduct, or sexual excitement when it: (a) predominantly appeals to a prurient, shameful, or morbid interest; (b) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and (c) taken as a whole is without serious literary, artistic, political, or scientific value for minors.
  - b. Obscene - The status of material which: (a) the average person, applying contemporary community standards, would find, taken as a whole, appeals to the prurient interest; (b) depicts or describes, in a patently offensive way, sexual conduct as specifically defined herein; and (c) taken as a whole lacks serious literary, artistic, political, or scientific value.
4. The Superintendent's designee(s) shall consider the intended audience (students or non-students) in determining whether a website is to be blocked for a particular group.
5. Specific requests to block or unblock a website may be made by District employees.
  - a. Employees shall state the link to the requested blocked or unblocked website and the reason, in a service request, a copy of which is attached hereto as part of the policy. Students may submit an anonymous request to a school staff member or administrator to unblock a site, and the staff member or administrator who receives the anonymous request shall forward the request on behalf of the student using the same service request process as stated above.
  - b. The Superintendent's designee shall as quickly as possible but not to exceed 30 days, review the request. The District does not intend to engage in viewpoint discrimination in filtering websites and will use the following criteria and standards to determine whether the website should be blocked:
    - i. Website has access to pictures that are obscene, showing nudity, sexual acts, or harmful to minors; or allows students to disclose or disseminate personal information, E-rate requirements of CIPA (Children's Internet Protection Act).
    - ii. Website contains content that is lewd, lascivious, vulgar, obscene or harmful to minors.
    - iii. Website has access to chat rooms (students), dating services, non-District email capabilities and/or non-educational games.



- iv. Website contains excessive violence, promotes hate, racism, or encourages illegal activity.
- v. Website materially and substantially interferes with the work of the school or infringes upon the rights of other students.
- vi. Website contains material violating copyright or other intellectual property rights.
- vii. Website has no educational value.
- viii. Website could impair or compromise the security or performance of the District's information systems.

- c. If it is technically feasible, a portion of a website may be blocked or unblocked based on the criteria set forth above in (b) for blocking websites.
- d. When a request is made to unblock a website, the criteria set forth above in (b) will determine whether to unblock the website.

6. The reviewing designee(s) shall promptly notify the requester, if known, of the decision to block or unblock a website. This decision may be appealed in a service request which will be reviewed by the appropriate Chief Officer for final determination in writing as quickly as possible but within 30 days of the appeal. All appeals shall be reviewed using the criteria set forth in paragraph 5 above.

7. If a requester later demonstrates that relevant new information has been added or deleted from the website, the reviewing designees shall process, according to the above procedures, a new service request to review a website.

RULEMAKING AUTHORITY: Fla. Stat §§ 120.81 (1); 1001.32 (2); 1001.41 (1) & (2); 1001.42 (4), (15), (19) & (28); 1001.43 (1), (3) & (6)

LAWS IMPLEMENTED: Fla. Stat §§ 1001.41 (1); 1001.42 (4) & (6); 1001.43 (1) & (3); 47.0138; 15 U.S.C. § 6501. Et seq.

HISTORY: 12/5/2007; 10/18/2017



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
LIBRARY MEDIA SERVICES

# Objections to Library Media Materials

For use by a parent, emancipated student, or resident of the county who is challenging library media materials.

Check the appropriate box if you are objecting as a parent, or emancipated student, or as a resident of this county.

Parent/emancipated student     County resident

If as a resident, check any applicable boxes.

I have maintained a residence in Florida for the past year.     I have purchased, leased, or acquired a home occupied by me as my residence.     I have established a domicile in Florida.

|          |             |      |
|----------|-------------|------|
| School # | School Name | Date |
| Author   | Title       |      |

Hardcover Book     Paperback Book     DVD     eBook     Film     Other \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

|                      |              |       |          |
|----------------------|--------------|-------|----------|
| Request Initiated By | Phone Number |       |          |
| Street Address       | City         | State | Zip Code |

Objecting party  Individual     Group     Organization     Other \_\_\_\_\_

Name of group/organization/other \_\_\_\_\_

To what do you object? (be specific)

Why do you object to this material?

For what age group would you recommend this material? \_\_\_\_\_

What are the strengths of this material?

Did you review this material?  Yes  No

Are you aware of the judgment of this material by library and authoritative critics?  Yes  No

What do you believe is the function of this material?

What would you like the school to do about this material?

In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

\_\_\_\_\_  
Print Name of Objecting Party/Resident

\_\_\_\_\_  
Signature of Objecting Party/Resident

\_\_\_\_\_  
Date