

Westward Elementary Collection Development

Panthers!

School year 2022/2023



Westward Elementary Collection Development



Mission Statement

Westward Elementary International Magnet School encourages the development of knowledgeable, principled and caring students who strive to become active citizens of their global community. The responsibility for the development of each child is shared by the home, school, and community.

Media Center Mission Statement

The library media center is dedicated to providing an environment where the student is encouraged to explore, investigate, and discover the love of reading. Our library media program supports, compliments, and enriches the instructional environment of the school by providing opportunities for each student to become inquiry Learners that are open-minded, risk-takers, and reflective thinkers that appreciate the wonder and beauty of traveling the world through pages.

Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by Westward Elementary IB Magnet school media center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media centers policies to faculty, students, and staff and other interested stockholders of the school Community.

Westward Elementary Collection Development

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the library media center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio-visual and electronic format so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource-sharing.

The primary goal of the Media Centers collection development and first is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age collection, and access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the:

- School District Of The Palm Beach County;
- Ala Aasl Standards For The 21st Century Learner
- Partnership For 21st Century Skills
- International Society For Technology In Education(Iste) National Education Technology Standards (Nets)

The library media center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the department K to 12 instructional materials and library media services and is available at all times to students, faculty and parents.

The library is open every day that students and or faculty are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through District membership partnership in SUNLINK and SEFLIN.

The library media center of Westward Elementary IB Magnet school provides ongoing services that transcend a tenure of any single individual to this end the media committee at the school receives reviews and record issues and policies pertaining to the overall program of the library media center in order to facilitate a continuum of services.

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School Community/Profile/ identification of users

The uses of Westward Elementary IB Magnet School library media center come from pre-k through fifth grade in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Westward Elementary IB Magnet has a culturally and ethnically diverse student population representing different economic backgrounds, which include 92.5% black, 5.54% Hispanic and .6% Caucasian, .90% Asian, .15% Indian, .30% multiracial.

In addition to the westward Elementary IB Magnet School Library Media Center supports the unique curricular needs of the international Baccalaureate primary Year's program, ESE & ESOL.

Library Program

The library media staff and volunteers will:

Provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;

- Provide a learning environment, which promotes inquiry;
- stimulate intellectual curiosity;
- encourage pleasure reading,
- develop diverse interest for the enjoyment of lifelong learning and
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

Identify, plan, and use resources; find and evaluate information; organize and maintain information; interpret and communicate information; use computers and Technology to process information; use technology to present information; work with this variety of Technologies

Annual goals to establish a strong reading base program that encourages small successes as well as including family involvement... H. E. R. E. Program

To incorporate technology that enriches student curriculum Inc podcasting, broadcasting, building websites, and print media.

To enhance audiovisual collection for student research.

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Budget and Funding

Budget goals at the beginning of every fiscal year school year Westward Elementary IB Magnet pyp Title One is given a school-based operating budget. It is expected that the budget for the 2021-2022 school year will be similar to the school year of 2020-2021.

School-based operating budget		
Account 551100	Supplies	\$467.00
Account 553420	Periodicals	\$280.00
Account 562230	AV materials	\$373.00
Account 564220	Equip non-cap	\$467.00
Account 561100	Books	\$840.00
Program 3070	Books	\$1240.00
Program 8430	TECHNOLOGY	Mac BOOK -IPADS

When funding is available Westward Elementary media center will update the reference section, nonfiction section, and incorporate current technology (i.e., Ereaders, iPads, and Mac) to enhance curriculum.

Signatures: the goals and objectives have been reviewed and approved by: principal: assistant principal: grade / Department chairpersons: PTO president: Sac chairperson: library media specialist:

Section 1. Purpose / philosophy; s d PBC policy 8.12(6.a) stipulates: " each School shall, in conjunction with the library Bill of Rights of the American Library Association(a la) and District policy, established procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and policy 8.1 205 and shall record such in the school's collection development policy. Quotations (www.ala.org/ala/oif/statementspols/statementsif/LibraryBillrights.html)

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Scope of the collection

The term "collection" refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats will include but are not limited to print, non print and electronic devices.

The collection development is focused on the curriculum of Westward Elementary IB Magnet School, which follows the guideline of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non print collection at Westward Elementary IB Magnet School is arranged by the Dewey Decimal classification system. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, Sunlink and SEFLIN, the Westward Elementary IB Magnet School library is able to extend its collection to provide any major resource needed by a patron.

An emphasis area that gives a portrait of each section of the collection and how it supports and matches specific standards of the school curriculum is available by using Tidalwave / Titlewise collection analysis software from Follet; used to collect and update materials in the 500 and 600 as needed to support the Science Focus and primary years program.

Collection Development

Westward Elementary media center continues to revise and revamp its collection in order to stay current with educational trends. However, the current state of the collection is in need of improvement. Westward Elementary media center suffered a great loss of books three years ago and is still in recovery mode. The average age of the entire collection is 17 years. The average age of the reference section is 20 years and the technology is mixed between 10 years, five years, and one year. With limited funding it has been extremely hard to update reading materials and technology that will enrich our students. The current size of the collection is 7360. The goal for next year will be to weed the fiction section of the library and to purchase new reading material to include, but not limited to, current reading trends

According to policy 8.12, all collections are arranged by the Dewey Decimal classification system, however, orange colored dots indicating reading and Reading Counts notebooks, which include current quiz available to the students, in the library media center.

The Collection supports the curriculum and the needs of the school by incorporating materials that enrich and enhance our units of inquiry. Library media center resource collection directly supports the Sunshine State Standards for each grade level and is a useful component of the library media center collection development policy.

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The following formats are included in the collection: books on tape, large print books, foreign language books, paperback books, videotapes, DVDs, CDs, CD-ROMs, video streaming, website, and periodicals. The media center has multiple copies of foreign language books, paperback books, and videotapes along with classroom sets of books.

Criteria for selecting school media library/materials

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d):

" in conjunction with the selection criteria above, library media specialist, teachers and administrators at each location shall evaluate and select band and non print materials for the library media center in classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with f l a s t a t. 847 .012, criteria XVI and xvii below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

Professional reviews. Print or non print media including video footage that have been favorably reviewed by two or more professional sources such as school library Journal, Horn book, book list, and or children's catalog.

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.

Appropriateness. Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.

Accuracy. Non-fiction information is correct, recent, and objective.

Literary merit. Fiction that has a noteworthy plot, setting, characterization, style and theme.

Scope. Content is covered adequately to achieve its intended purpose.

Authority. The author, editor, or producer has a superior reputation for producing materials of this nature.

Special features. The item has Maps, charts, graphs, glossaries, and or other learning AIDs that support the content, are unique or are valuable.

Translation Integrity. Material translated from one language to another maintains the stylistic characteristics of the original.

Arrangement. Concepts are presented in a logical sequence and in a way that ensures learning.

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Treatment. Typeset, visuals, style, and or medium captures and holds the students attention.

Technical quality. Sound is clear and audible; visuals project clearly.

Aesthetic quality. Material is superior to similar items and attractiveness and presentation of content.

Potential demand. I don't have particular timeliness or popular appeal.

Durability. Material has the potential for frequent use or is of a nature that it will be considered consumable.

Obscenity. No books or other material containing hardcore pornography or otherwise prohibited by Fla. Stat. §847.012 shall be used.

[Copyright. Supplemental instructional materials and Library Mary media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as her friends in school board policy 8.121.]**

Other reputable, unbiased, professional review resources used for selection include:

- Book Talk
- Book Report
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Book Links
- T.H.E journal
- Home PC

Westward Media Center materials are selected for a reason. The materials are evaluated according to their anesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Westward Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of Westward Media Center materials about political theories and ideologies, religion, public issues and controversial topics are directed toward maintaining a balanced representation with various opinions.

Westward Media Center materials are judged as a whole considering the author's / producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

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Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database and online curricular software that are made available to Westward Elementary IB Magnet School library media center users on the school district's wide area network (WAN) are selected using a similar to personal criteria to that established for the materials in a school accept availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's internet protected protection act [CIPA] designed to protect children from obscene or adult-content material.

Gifts and donations

Gifts to the library media center are encouraged. However, the library media specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.1 to selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed appropriate for this cool collection may be disposed of at the discretion of the library media specialist who can consult if needed with the Westward media committee assigned to provide oversight to the media library media program.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place our value on gift books and other use materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how many of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "new".

Collection Maintenance

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which updated, inaccurate and worn out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The library media specialist is responsible for the ongoing maintenance of a quality collection, which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systemic deleting of materials and equipment to ensure that the collection remains responsive to user needs changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which includes obsolescence, physical age and condition, and general and ability for continued inclusion in the

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existing selection. One popular Criterion for weeding is found in the CREW manual. The Texas State library has made the complete CREW manual in PDF for HTML available via the web at <http://www.tsl.state.tx.us/ld/pubs/crew/>

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be discarded and recycling bins to prevent inaccurate information from being shared.

Other materials can be disposed of by:

- **Giving them to students for individual use**
- **recycling the materials for various instructional activities**
- **Cannibalizing non-repairable parts or Pages**
- **destroying (i.e. trashing in recycle bins) by any reasonable safe method in accordance with Board Policy 7.12 (2)**

The superintendent shows disposal of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat §1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. §1006.41 and School Board policy 8.122(5).

Statistics, processing, fines and inventory

While the school library media center at Westwood Elementary IB Magnet pyp Title 1 School Works to eliminate barriers that inhibit students for accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for loss or damage instructional materials is outlined in sdpbc policy 8.1225. Students, parents and teachers are held accountable for lost or damaged material. Fines for late material are discouraged at Westwood Elementary wear lessons on borrowing, self responsibility, civic duty and the purpose of libraries are ongoing. Florida statute and governing instructional materials, instructional materials stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library manager software has been made available to all schools.

Westwood Elementary IB Magnet PYP Title 1 School typically inventories one-third of its collection each year on a rotational cycle.

Year 1 fiction

Year 2 nonfiction

Year 3 videos, DVD's, reference, special collections

Processing specifications for media items including books are maintained centrally by the department of instructional materials and library media Services. The specifications are followed by vendors, by library media services and by individuals at school to process material. Schools are discouraged from processing instructional material. Such items

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can be sent to the central processing center at library media Services while I reach that focuses on services to students and faculty.

Destiny Library manager software can generate numerous reports on circulation and average age of collection. These reports can be one indicator of the success of a library media program. Select reports therefore are posted on the district's website page under library media services.

District resources and services

The School District Library Media Services Provide support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district these Services include, but are not limited to:

- Maintaining a professional Library collection to assist with recertification and knowledge acquisition on education related topics
- Managing the online catalog including the library inventory and circulation software
- Selecting and making accessible online information databases for reference and research
- Providing guidance and training to school library media staff in program planning curriculum development, budget, technology, collection maintenance, facility used in media production
- Participating in interdepartmental curriculum development, facility planning, Personnel Staffing, and task forces at the administrative level
- Managed Technical Services for acquiring and processing resources for schools
- Distribute to schools and monitor categorical and capital budget allocated for library programs
- Foster a global range of services that facilitate the transformation of school Base Library activities to meet the changing needs of an Information Society.

Library media Services Works in collaboration with other District departments including the department of educational technology to provide selected electronic information, technology to access it, and the training.

Reconsideration of Materials

Citizen's right to challenge instructional material

In the event of a challenge by a citizen of Palm Beach County, personnel at Westwood Elementary IB Magnet School will follow sdpbc policy. 1205 challenge procedures for instructional materials.

(Directions: reference School District policy and fill in the blanks.)

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Appendix:

Goals and Objectives for FY23

Library media center program

Foremost among national standards for school a library media center program doesn't need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Westward Elementary IB Magnet School, the library media specialist uses Learning Village as a mechanism to review the standards being taught as a grade level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The library is open throughout each day that students are in attendance to ensure Equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents Improvement in student learning gains when the library media center is available to the student at the point of need. At Westward Elementary IB Magnet pyp Title 1 School the library media center schedule is on a Six-Day rotation. Students visit the library every 6 days and Monday through Thursday I stay after school for an additional hour to allow students time to complete projects, check out books, and use the computers. I use the help of some of my media Club students to assist with book checkout.

The department of instructional materials and library media Services overseas lesson plans that are uploaded to learning Village software on the district's main web page. These lesson plans are designed to be collaborative lessons with emphasis on supporting the information and media literacy Sunshine State Standards embedded in language arts.

Sunshine State young reader Awards /Florida teens read

Westward Elementary IB Magnet PYP Title 1 School participates in sunshine state young reader Awards by the ssyra program that can be accessed at <http://myssyra.org>

Westward Elementary IB Magnet School will participate in the sdpsc online Battle of the books held in April of each year the sdpsc battle of the books can be accessed at <http://pbspaces.com/botb/>

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The HERE program helping every reader Excel

Westward International Baccalaureate magnet school is proud to partner with the Miami Heat basketball team and kick off the new hair program this is an incentive program designed to help motivate students to excel by reading more. The programmer was students 13 levels; FHSAA student reads a minimum of ten books and see a student must read a minimum of 20 books including three chapter books and be a student must read 30 books and must include off Lee at least 5 chapter books continue reading to get here.

Marketing the library media center

- Special Events
- Business Partners
 - First United Bank Sylvia Niles 561 616-3060
 - Miami Heat Dave Mack 786-777-4866
 - McDonald's David Chapman 561-615-6237

Library Bill of Rights

Intellectual freedom

Westward Elementary IB Magnet School support intellectual Freedom as stated in documents published by the American Library Association at [HTTP://www.ala.org/Alan/aboutAla/offices/oif/index.cfm](http://www.ala.org/Alan/aboutAla/offices/oif/index.cfm)

Policy 8.12 - Selection of Library Media Center Materials

Ensure adequate Library Media Materials

- Shared responsibility of state, district and school within budgetary constraints to provide an adequate number and range of library media materials
- Materials should be provided in a variety of formats
 - Appropriate
 - Timely
- Provide materials that represent the diversity of the district and are free of bias, stereotypes, distortions, and prejudices
- Purpose
 - Promote development of lifelong reading habits and information literacy
 - Support the general educational goals of the district
 - Meet the personal needs and interests of students
 - Support the professional needs of teachers and administrators

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- Introduce new instructional technologies
- Choice - library media materials are available to students and faculty as optional resources
 - All materials in a library media center may not be appropriate for all individuals
 - Must meet selection criteria
 - Material remains to address the needs of some community members
 - Address parental concerns with a reasonable solution
- Library Media Allocation (state categorical funds and operating budget)
 - Principal are responsible for
 - Making sure library media materials are purchased
 - Making sure they are appropriate for the grade levels in the school
 - Making sure the materials reinforce curriculum and stimulate leisure reading
- Management of materials
 - Arranged by Dewey
 - Cataloged and inventoried (1-3 year cycle)
- Selection Criteria
 - Materials shall be carefully selected in conjunction with the ALA Library Bill of Rights
 - Establish procedures for the evaluation, management, and disposal of materials with this policy and 8.1205
 - Record this in the school's collection development plan

Collection Development Plans and Inventory are required by policy 8.12

- Selection Criteria
 - The ALA Library Bill of Rights is a suggested guideline
 - If there are inconsistencies between the Library Bill of Rights and District Policy
 - District policy takes precedent
- Selection consistent with School Board collective bargaining agreement with CTA - Article II, Section K
- Materials must be consistent with Fl Statute 1006.28 (2) (a) (2)
- Any material containing pornography or otherwise prohibited by Fla Stat 847.012 as harmful to minors is prohibited
- Additional Criteria used in evaluation
 - Professional Reviews
 - 2 or more positive reviews

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- Ex. School Library Journal, Horn Book, Booklist, Children's Catalog, Center for the Children's Book, etc.
- Common Sense Media, Amazon, Good Reads, Reviews from paid reviewing sources, and the like are NOT professional reviewing sources.
- Additional Criteria used in evaluation
 - Educational Significance
 - Valuable to an individual course
 - Or library media collection
 - Appropriateness
 - Material geared towards
 - Age
 - Maturity
 - Diverse interest
 - Learning levels
 - Accuracy
 - Nonfiction information is recent, correct, and objective
- Additional Criteria used in evaluation
 - Literary Merit
 - Scope
 - Content is covered adequately to achieve the intended purpose
 - Authority
 - Author, editor, or producer has a superior reputation for producing materials of this nature

Policy 8.1205 - Objection Procedures

- Covers Library Media Materials, Instructional Materials, and Supplemental Classroom Materials
- Grievance Procedures
 - Superintendent or designee authorized to administer the procedure
 - Any resident of PB County, emancipated students, or parent of a child attending school in PB County can file an objection with school or the board clerk
 - Parent or resident will be able to give evidence on the grounds stated in Fla. Stat. 1006.28(2)(a)(2)
- Grievance Procedures
 - Challenged materials may be removed from use in the school where the objection was initiated only after the procedures of this policy have been completed OR

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- If it is agreed by the District at any of these stages
- If the School Board finds that the material contains prohibited content, the district shall discontinue use of the material for any grade level or age group for which it is unsuitable
- Grievance Procedures
 - Objections filed by a parent/emancipated student shall be heard in the school in which that student is registered
 - If the parent has children at different schools in PB County, then the objection pertains to and it will be heard at that school
 - If the objecting party is not a parent, the objection will be assigned to the appropriate school within the boundary corresponding to their residence
- School Level Informal Complaint
 - Any complaint about the use of material must be registered in writing with the principal of the school
 - School has five days to meet with the complainant to explain
- School's selection procedures (this is your collection development plan)
- Criteria used for the selection of the materials (must be included in your collection development plan)
 - Role the material plays
 - Whatever additional info is needed
 - If the complaint is not satisfied it moves to a formal complaint.
- School Level Formal Complaint
 - For objections to Library Media Materials, the complainant must fill out PBSD form 113 (Objection to Library Media Materials)
 - The form can be obtained from the principal or a designee
 - The complainant must completely fill out one form for each material to be considered
 - If form is not filled out sufficiently or isn't signed
 - form will be rejected
 - No formal review process will take place
- School Level Formal Complaint
 - If there are multiple challenges to the same material within one school - can be consolidated into one challenge
 - Challenge to multiple materials will require additional prep time
 - For materials used in that school
 - Form and material will be studied by a School Materials Review Committee
 - Committee appointed on an ad hoc basis by the school Principal
- School Level Formal Complaint

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- Committee will consist of
 - the Principal or Designee where complaint made
 - Two teachers from the appropriate subject area/grade
 - One teacher from another subject area/grade
 - Media Specialist
 - Guidance counselor
 - Student
 - Lay person from the PTA or SAC
 - rep designated by the Regional Superintendent
 - Rep from IM, Teaching and Learning and/or LMS
- School Level Format Complaint
 - School Materials Review Committee shall meet
 - Within 15 school work days of receipt by the principal of the reconsideration form
 - Complainant notified of the meeting date and time
 - Complainant invited to present arguments for no more than 10 minutes (unless time extended for good cause)
 - May have a question and answer period or committee discussion
- School Level Formal Complaint
 - School Materials Review will ask for professionally written reviews of the material
 - The School Materials Review Committee will be chaired by principal or designee
 - Minutes will be taken and decision recorded
 - If more time is needed additional meetings can be scheduled
 - Within 5 days of the final meeting committee must prepare recommendations and use PBSB 1857 or signed letter on school letterhead
- School Level Formal Complaint
 - Guidelines for Committee's Recommendation
 - Use available professional reviews
 - Study the comments registered by complaining on the PBSB 1113
 - Use one or more of the evaluative criteria in policy 8.12(there are 6)
 - Educational Significance
 - Appropriateness of age and maturity level
 - Need and value to the collection/curriculum
 - Summation of the professional reviews on the media
- School Level Formal Complaint
 - Guidelines for Committee's Recommendation

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- Literary merit
- Validity, accuracy, objectivity, and up-to-date and appropriate information
- Freedom from stereotypes, bias, prejudice or distortion
- Timelines or permanence
- Consider the provisions in the school board's collective bargaining agreement relating to academic freedom and responsibilities
- School Level Formal Complaint
 - Guidelines for Committee's
 - Committee may NOT recommend removal of non-curricular books from the school's media center or classroom simply because a majority of the committee dislikes the ideas or points of view contained within them.
- School Level Formal Complaint
 - Committee's recommendation to the principal shall be immediately forwarded to the principal and may be any or a combination of
 - No changes to the current status of material
 - Leave material in media center but allow students to use alternate materials
 - Limit the educational use of the material
 - Transfer the challenged material to a high level
 - Remove the challenged material
- School Level Formal Complaint
 - Principal's Written Decision
 - Within 5 school work days the principal will make a decision based on the same criteria the committee used
 - Complainant must be notified in writing (sent certified and return receipt) of
 - The decision
 - The reasons for the recommendation and the decision
 - Must inform the complaining of the next level of appeal

District Level: Formal Appeal

If the complainant appeals the principal will

- Send copies of all reports and communications to division and department heads that supervise IM, T&L, and LMS and to the appropriate regional superintendent
- Access to challenged material not restricted during this process
- Within 20 calendar days of the principals decision

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- Complainant will notify Superintendent in WRITING of request - if not done appeal not considered

District Level: Formal Appeal

Within 20 calendar days of receipt of formal appeal

- Superintendent or designee and appropriate staff will
 - Review action taken at school level
 - Issue a decision based on the same criteria
 - If decision does not include further review complainant shall be notified (via cert./return receipt) and informed of the ability and deadline to request in writing an appearance to appeal directly to the board

District Level: Formal Appeal

If Superintendent finds cause for further review

- Complaint submitted to District Materials Review Committee
- If you served on school materials review committee you may not be on district materials review committee

District Level: Formal Appeal

- District Materials Review Committee will be
 - Assistant Superintendent of Teaching & Learning
 - appropriate regional superintendent
 - division or dept head that supervises IM, T&L, and or LMS

Appropriate subject area administrator

- One media specialist
- Teacher in appropriate subject/ grade level
- Student
- Rep from PBC Council of

PTA

- Rep from District Academic Advisory Council
- One lay person
- General Counsel to the board may be invited for legal advice

District Level: Formal Appeal

- District Materials Review Committee Procedures
- Chaired by Asst. Superintendent for Teaching & Learning
- Minutes will be taken and recommendations recorded
- Shall ask for professionally written reviews

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- Will meet and provide recommendation with supporting reasons to the superintendent within 20 work days of receipt of the referral from the superintendent
- Criteria used is the same as for the school level formal challenge

District Materials Review Committee Procedures

- Committee's recommendation to Superintendent must be given to the Superintendent, Chief Academic Officer, Principal that received the original complaint, and complainant

Superintendent's Written Decision

- Final decision made based on the criteria used by the District materials review committee
- Will issue decision within 5 school work days of receipt of the district materials review recommendation
- Will send written report of decision to
 - Chief Academic Officer
 - Appropriate Assistant Superintendent
 - Principal of the school
 - Complainant
- Decision will state procedures and time limits to appeal to the board (sent certified return receipt)

Board Level Appeal

- Complainant can appeal the decision of the superintendent to the board
- Must be done in writing to the School Board Clerk within 30 days of the decision
- May request an appearance before the board

After notice to the appealing party

- School Board Review shall occur at a public meeting
- Will allow presentation of evidence
- Will use the same criteria

Policy Awareness

- A copy of the selection and reconsideration procedures should be part of the school Collection Development Plan
- Should be available for easy access and reference
- Each principal should include at minimum

Summary or references to the challenge procedure and school board policy 8.12 (selection)

Shall review the procedures with staff as needed

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Josette Archbold, M.ed, NBCT

Library Media Specialist: _____

Date: 5-6-22

Principal Signature: _____

Date: 5-6-22



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