

FY24 COLLECTION DEVELOPMENT POLICY
of
Kathryn E. Cunningham/Canal Point Elementary School
SCHOOL DISTRICT OF PALM BEACH COUNTY
(07/01/23 - 6/30/24)

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School Mission Statement

The mission of KEC/Canal Point Elementary School is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

Our Media Center is dedicated to principles set forth in the mission statements of the School Board of Palm Beach County and KEC/Canal Point Elementary School. In our Media Center, we develop lifelong learners who create and connect globally. We provide and promote instruction to prepare students to become independent users of libraries and information resources. We explore multidisciplinary concepts through STEM/STEAM challenges and integrate technology as global citizens. Students are engaged in both collaborative learning and individual project-based learning activities. We assist students in the use of technology to transform knowledge and skills into products, solutions and new information. We encourage recreational reading. We provide personal assistance and collaborate with the students, faculty and staff of KEC/Canal Point Elementary School to further the educational and recreational needs of all.

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;
- move beyond technology usage as a consumer of content to become a producer of content; and
- work with a variety of technologies.

Purpose / Philosophy of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by KEC/Canal Point Elementary 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 center's policies to faculty, students, staff and other interested stakeholders of the school community.

The tenets set forth in the American Library Association pertaining to Intellectual Freedom and the Right to Read will be followed. SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "[Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill)" (<http://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association (ALA) (See Appendix A) 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 policy."

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.

Background Statement & School Community

The users of KEC/Canal Point Elementary School Media Center are enrolled in Kindergarten through 5th grade, in addition to the faculty, staff and parents of that community of users. In addition, the KEC/Canal Point Elementary School Media Center supports the unique curricular needs of students receiving ESE and/or ELL services.

According to the [Florida DOE Report Card](#), KEC/Canal Point Elementary School has a culturally and ethnically diverse student population, which includes 77.5% Black/African American, 18.2% Hispanic, and 4.3% White. Our enrolled population includes students who have been identified as English Language Learners (7.9%), students of migrant families (15.8%), and students with disabilities (26.9%).

COMMUNITY OF USERS

- 253 students, PreK – 5th grade
- 23 staff members
- 99% free and reduced lunch
- 100% Economically Disadvantaged
- 96% Minority Rate
- Title 1 School
- Letter Grade C (FY22)
- Boys and Girls Club is available on-site for after-school care
- Students receive Art, PE, Music, Guidance, Media, STEM/STEAM, Robotics, and/or Computer Lab each week.
- Band and Drumline are electives for grades 3-5.

Responsibility for Collection Management & Development

The media center staff consists of one certified library media specialist. The library media specialist is responsible for the daily activities in the media center and maintenance of the collection. The library media specialist regularly seeks input from administration, faculty, students, parents, and district stakeholders through various means including surveys, polls, questionnaires, and posting proposed purchases online for stakeholder consideration.

Media Center Program and Schedule

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At KEC/Canal Point Elementary School, the library media specialist uses cpalms.org as a mechanism to review the Standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The Department of Instructional Materials and Library Media Services oversees lesson plans that are uploaded to cpalms.org software on the District's main web page. These lesson plans are designed to be collaborative lessons with emphasis on supporting the Florida Standards embedded in Language Arts.

A) Schedule

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.

The library is open before school and throughout each day that students are in attendance to ensure equitable access for all students to our library media resources.

Currently all K-5th grade classes are scheduled to visit the media center once per week for forty-five minutes. Teachers are encouraged to collaborate on additional/supplemental lessons with the Media Specialist as needed.

B) Sunshine State Young Reader's Award Program

KEC/Canal Point Elementary School participates in the Sunshine State Young Reader's Award Program by providing copies of listed titles and promotional

lessons to increase awareness and participation in the statewide reading program. The SSYRA program can be accessed at [SSYRA: Florida Association for Media in Education: https://www.floridamediaed.org/ssyra.html](https://www.floridamediaed.org/ssyra.html)

C) SDPBC TechSafe Curriculum

Additionally, at KEC/Canal Point Elementary School, every student completes the District-mandated TechSafe Curriculum under the leadership and direction of the certified library media specialist.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media specialist. 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 formats 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 Center's collection development efforts is to build a current collection that supports student learning, the curriculum and the library program, and maintains the recommended boundaries for size of collection, average age of 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 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 for Students \(NETS-S\)](#)

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 of K-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. Research and reference materials are available at all times through the district-wide electronic subscription databases.

Media Center Layout

Every effort is made to create an inviting environment for the individuals, small groups, and classes of adults and students that are stakeholders in the media center.

The fiction collection is divided into:

- an EVERYBODY section which contains picture books of all reading levels,
- a traditional FICTION section which contains novels in all genres, and
- an INTERMEDIATE FICTION section containing titles of interest to students in Grades 4+ (selected by legislation, District directive, age of fictional characters, and/or content appropriate for the age of students in Grades 4+).

The NonFiction collection is divided into:

- a traditional NONFICTION section which is shelved according to the Dewey classification as directed by the District with appropriate labels for easy user access,
- an INTERMEDIATE NONFICTION section which is shelved according to the Dewey classification as directed by the District alongside the INTERMEDIATE FICTION section.

Additionally, a small REFERENCE section containing both fiction and nonfiction titles is available for use in the media center.

Scope of the Collection

The collection will support both curriculum and pleasure reading as per School Board Policy 8.12 (Section 2d) which in turn is governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States and District policy, the print and non-print collection at KEC/Canal Point Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases that expand our local collection and provide 24/7 access for students.

Through affiliation with the public library system, the KEC/Canal Point Elementary School library is able to extend its collection to provide any major resource needed by a patron.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through electronic resources, interlibrary loan and SEFLIN One Card.

The library media collection does include a small selection of DVDs that are covered under our school's SWANK Motion Picture Public Performance License Agreement, and a limited number of instructional videos to support District curriculum. We have a small, but growing electronic book (ebook) and audiobook collections. Our collection no longer includes any VHS videos as we no longer have the equipment that was required to view those videos.

Every effort is made to maintain the collection so as to exceed the Southern Association of Schools and Colleges requirements. Curriculum changes and textbook adoptions will necessitate additions and deletions to the collection. The age of the collection in crucial areas is frequently monitored and every effort is made to weed and replace with publications that are as current as possible, as funding allows. The Follett Collection Development Information and Records from the Destiny OPAC are invaluable in collection mapping thus keeping the collection current and viable.

Equipment

Our school administration and county funding provide every classroom with a computer presentation station with computer, monitor, document camera, ceiling mounted LCD projector, and SMART Board. With the transition to remote learning in the Spring of 2020 due to the COVID-19 Pandemic, laptop computers or Chromebooks were provided to each student. Each student that was new to the District in FY21 and each year thereafter was also issued a laptop computer or Chromebook. Students must abide by [Policy 8.124 Student Guidelines](#) regarding the usage of the device assigned to them. Equipment available in the media center workroom includes: a laminating machine, 1 copier, Ellison dies, and a binding machine. Additional copy machines are available on campus, and a poster maker is available. A TV production studio is located inside the media center.

District Resources And Services



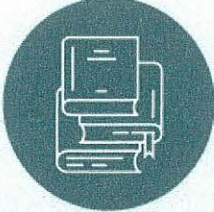

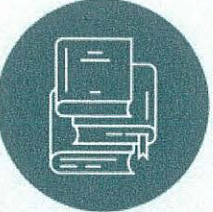
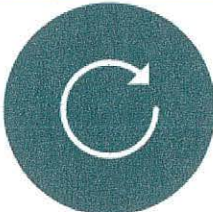



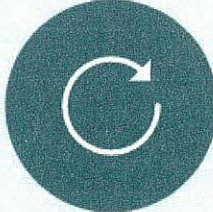

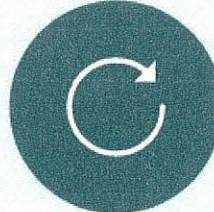
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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 use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitor categorical and capital budgets allocated for library programs
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District 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 needed to search and find specific facts efficiently and effectively.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

| | | | | |
|--|---|---|---|---|
|  |  |  |  |  |
| 5,913 Items in the Collection | 22.1 Items per Student | 51% Fiction Titles in the Collection | 46% NonFiction Titles in the Collection | 3% Spanish Collection (Fiction and NonFiction) |
| Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection. |  |  |  | |
| | 2004 Average Age of the Collection | 60% Aged Titles | 18% Newer than 5 Years | |
| Library media resources should be representative of the school. | | Skills for Lifelong Learning (SLL) library media resources can contribute to character development. | | |
|  |  |  |  | |
| 40% Representative Titles in Collection | 2003 Representative Titles Average Age | 37% SLL Titles in Collection | 2007 Skills for Lifelong Learning Titles Average Age | |

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

| Section | # of Titles | Average Age (year) |
|---|-------------|--------------------|
| Computer Science, Information & General Works | 20 | 2014 |
| Philosophy & Psychology | 22 | 2009 |
| Religion | 23 | 2001 |
| Social Sciences | 688 | 1996 |
| Language | 37 | 1994 |
| Science | 648 | 2004 |
| Technology | 195 | 2008 |
| Arts & Recreation | 335 | 2007 |
| Literature | 214 | 1993 |
| History & Geography | 149 | 2012 |
| Biography | 258 | 2006 |
| Easy | 1,412 | 2002 |
| General Fiction | 1,625 | 2008 |
| Graphic Novels | 82 | 2013 |
| Spanish | 131 | 1995 |

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12 (6.f):

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.

Other reputable, unbiased, professional reviewing sources used for this selection include:

- School Library Journal
- Horn Book
- Booklist
- Association for Library Service to Children
- Bulletin for the Center for Children's Books
- Kirkus Reviews

The responsibility for maintaining the collection in the media center is ultimately that of the media specialist, with input from administrators, teachers, students, parents, and stakeholders. Input is sought when resources and equipment are being purchased. Funding sources exist for the purchase of necessary resources: local and state money.

The media specialist has the responsibility of analyzing the collection and then ordering the highest quality merchandise for the best available price using approved vendors and reputable companies. Ordering is done several times during the school year. Deadlines must be adhered to so as not to lose funding.

The plan for equipment replacement is important. Defective equipment must be replaced to support the teaching process. Large funding amounts are infrequent and cannot be counted on. Replacement suggestions are made as the need arises.

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

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

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

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.

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 subscriptions and online curricular software that are made available to KEC/Canal Point Elementary School Library Media Center users through the Student Portal are selected using a similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the District maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

District-Wide Procedures for Selecting and Developing Library Collections

A) Who Makes the Selection

1. Each book made available to students through this School District's library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
2. Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.
5. Consultation with stakeholders is required which is accomplished by the following:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book

Orders.

- b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
- c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
- d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

B) Criteria for Selection

1. All book selections must meet these criteria:
 - a. Free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors].
 - b. Suited to student needs and their ability to comprehend the material presented.
 - c. The content is to be appropriate for the grade level and age group for which the materials are used or made available. The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.
2. In developing library media center collections, consultation of reputable, professionally recognized reviewing periodicals is required, if available, after a documented diligent search.
3. These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available, after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.
4. Library media center collections will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
5. Subject to the required statutory criteria stated above, additional selection criteria apply:
 - a. 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" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, 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 State Statute, or District policy, State Statute and 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.
- e. 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. The materials selected for schools are intended 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. Within budgetary constraints, the intent is 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. Library media materials are to represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
- g. Within budgetary constraints, collections 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:
 - i. Promote the development of lifelong reading habits and information literacy skills in students;
 - ii. Provide a broad background of information resources in areas of knowledge;
 - iii. 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;
 - iv. 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.
 - v. Support the professional needs of teachers and administrators; and
 - vi. Introduce new instructional technologies into the learning environment.
- h. Other criteria to consider in the selection process include:
 - i. **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.
- ii. 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.
 - iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - ix. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - x. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xi. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - xv. 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.
 - xvi. GRAPHIC NOVELS AND PERIODICALS. -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

C) Removal of Materials

1. Library Media Materials are subject to regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevance to curriculum, out-of-date content, and required removal pursuant to School Board Policy 8.1205 Objection Procedures for Library Media Materials.
2. In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials based on statutory considerations. The basis for the removal shall be documented.
3. The District will restrict access to school library media and reading list

materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

D) Oversight for Compliance

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.
2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.
3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.
4. The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

E) Processing Specifications

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 schools who process material. Schools are discouraged from processing instructional materials. Such items can be sent to the central processing center at Library Media Services while library staff focus on services to students and faculty.

Gifts And Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Fines for Lost or Damaged Library Materials

While the school library media center at KEC/Canal Point Elementary School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged library materials.

Collection Maintenance and Weeding

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 outdated, 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 on-going maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic 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 include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criteria for weeding is found in the [CREW Manual](#). The Texas State Library has made the complete [CREW Manual](#) in PDF or HTML available via the Web at <http://www.tsl.state.tx.us/ld/pubs/crew/>

Culling the collection for outdated, inappropriate, or damaged materials is an ongoing daily process. As materials are returned and discharged, those that are damaged beyond repair will be removed from the catalog. At the time of adoption of new curriculum, textbooks, or standards those sections affected by the change will be scrutinized for materials to be weeded.

During the processes of inventory and shelving, materials that fit the weeding criteria will be removed. Reports from Follett, Mackin and/or Destiny will provide age of collection data by section. A report on weeded, lost, or withdrawn items will be printed from the Destiny system periodically or at the time of purchasing to determine if these titles need to be replaced in the collection.

A) Criteria For Weeding Library Materials:

- Excess number of copies
- Physical condition beyond repair: brittle paper, faded, yellowed, cover scratched or warped, binding ragged
- Poor format – small print, poor quality pictures
- Poor content
- Editions with newer editions
- Material not suitable for the elementary students and/or faculty
- Material outdated by ten to twenty years
- Mediocre writing
- Inaccurate information
- Interest or reading level inappropriate
- Part of a set missing volumes no longer available

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be weeded by sending to Instructional Materials for recycling to prevent inaccurate information from being shared. Out of date materials will not be placed in classrooms. Other materials can be disposed of by:

- a. Recycling the materials for various instructional activities
- b. Cannibalizing non-repairable parts or pages
- c. Sending weeded materials to Instructional Materials for redistribution or recycling.

B) Inventory of materials

As per state law an inventory of the media center is done as time allows. Every effort is made to do this while keeping the library functioning as normally as possible. As per School Board Policy 8.12(5), inventory will be completed on a three-year rotation with a goal to inventory at least a third of the library collection each school year. Our entire library media center collection has been inventoried annually since FY21. (No inventory was conducted during FY20 due to the COVID-19 pandemic.)

C) Strategic Focus - Weeding and Acquisitions

| | |
|-----------|--|
| | |
| 2023-2024 | <p>Selection Priorities</p> <ul style="list-style-type: none"> ● 92 and 920 (biography; collected biographies) ● 000 and 600 (Computer science; technology, STEM) ● 700 (Arts/Recreation, GNs, STEAM) ● Easy |
| | <p>Inventory: entire collection</p> <p>Weeding Priorities</p> <ul style="list-style-type: none"> ● 92 and 920 (Biography; collected biographies) ● 000 and 600 (Computer science; Technology, STEM) ● 700 (Arts/Recreation, GNs, STEAM) ● Easy |
| 2024-2025 | <p>Selection Priorities</p> <ul style="list-style-type: none"> ● 900 (History; Geography) ● General Fiction ● Intermediate F/NF ● Spanish F/NF |
| | <p>Inventory: entire collection</p> <p>Weeding Priorities</p> <ul style="list-style-type: none"> ● 900 (History; Geography) ● General Fiction ● Intermediate F/NF ● Spanish F/NF |
| 2025-2026 | <p>Selection Priorities</p> <ul style="list-style-type: none"> ● 100 (Philosophy/Psychology) ● 200 (Religion) ● 800 (Literature) |
| | <p>Inventory: entire collection</p> <p>Weeding Priorities</p> <ul style="list-style-type: none"> ● 100 (Philosophy/Psychology) ● 200 (Religion) ● 800 (Literature) |

Intellectual Freedom

The KEC/Canal Point Elementary School supports Intellectual Freedom as stated in documents published by the [American Library Association at the Office of Intellectual Freedom](#) (See Appendix B).

Citizen's Right to Challenge Instructional Materials

Books and other materials are on occasion challenged. In the event of a challenge by a citizen of Palm Beach County, personnel at KEC/Canal Point Elementary School will follow [SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials](#). A copy of that policy (See Appendix C) and [PBS Form 1113](#) (See Appendix E) are attached to this plan. For objections to Library Media Materials, the complainant shall file form PBS Form 1113 ("Objection to, Library Media Materials"). This form can be obtained from the principal or a designee. A copy of the form is also available on the District's forms Web site at www2.palmbeachschools.org/formssearch/ and is incorporated herein by reference as part of this Collection Development Policy. The principal or a designee will give the person Form 1113 and explain that there is a procedure to be followed. Since these can be occasions of emotional intensity it is imperative that the school staff stay detached from any emotional response to the situation while carefully respecting the person's right to object to the book. No media specialist is ever put in the position of facing this situation alone. Assistance from Library Media Services is immediate and ongoing.

Goals and Objectives

A) Short Term Goals

Continue ongoing database maintenance by changing location to match volume location on the shelf when title is not in expected location (i.e. paperbacks and other books on display) and adding purchase price of each new item added to the collection.

Use Kapco covers to reinforce the covers of very good to new condition paperbacks published after August, 2020, as they are added to the collection. Include Kapco covers on new order specifications, as available, to extend their life in order to enable more students access to those titles.

Reinforce the spines of good condition paperbacks published before August, 2020, as they are added to the collection with heavy duty packing tape or book tape to extend their life and thus enable more students access to those titles.

Formalize the Library Helper guidelines to streamline the process that we started in FY23. The response to participating in library ownership by acting as a library helper

was overwhelmingly successful. We just need to set terms and conditions for participation and implement an application process to continue gaining teacher buy-in. We will begin again with our spine labeling project to continue the upward trend in student ownership of our library shelf organization and also to continue the boom of circulation of reading materials.

B) Long Term Goals

Maintain or increase student usage of the media center's databases through two class research projects in FY24. Grade-level class research projects took place in FY21 using SIRS and Destiny Discoverer with three grade levels. (Some students were not assigned to Media Class due to other Fine Arts schedules, like Band or Drumline, so these students did not participate in these research activities.) In FY23, students did not have access to technology in order to complete these projects. We hope to carry this project over to FY24, technology-dependent.

Increase teacher/staff usage of the media center by continuing to offer complementary titles in our collection that pair well with the text sets used in classroom lesson plans.

C) Community Outreach

Formalize collaboration plans with our Community Outreach Liaison to provide space, materials and invitation to students to participate in the creation of cards for a local facility for elder care. Hashtag: #KECMakersWithHeart.

Budget and Funding

A) Funding Sources

1. The district provides each school with funds to operate the media center.
2. District money provides updated computers and services.
3. State money is allotted for books and equipment.
4. Grants can be applied for, as they are available, for filling specific needs of the Library/Media Program. The District provides many resources to aid in the location and acquisition of grant money.

B) FY24 Projected School Based Operating Budget

NOTE: Our Library Media Center is given a school-based operating budget at the beginning of every school year. Our administration uses a formula to

disperse the appropriated funds. The budget for the 2023 - 2024 school year is expected to be similar to the 2022-2023.

| School Based Operating Budget | FY23 Media Receipts/Expenditures | FY24 Media Projected Budget |
|---|---|------------------------------------|
| Account 55110 - Media Supplies | \$432.00 | \$299 |
| Account 553420 - Media Subscriptions (Book Creator) | \$60.00 | \$60 |
| Account 561100 - Media Books | \$249.11 | \$336 |
| Account 562230 - Media A/V | \$131.72 | \$149 |
| Account 564220 - Media Furn-Fix/Equipment | \$52.07 | \$187 |
| Fundraising/ Grants: Laura Bush Foundation for America's Schools Grant | \$5,000.00 | \$0 |
| Account 5-1700.00 - Media Internal Account (lost or damaged book fines) | \$24.00 | \$0 |
| State Media Allocation | Budget Amount | |
| Account 556110 (program 3070) - Media Books | \$633.00 | \$633 |

C) FY24 Purchasing Plan

| Approximate Purchasing Plan | |
|--|----------------|
| Purpose | Amount |
| Account 55110 - Media Supplies | \$299 |
| Account 553420 - Media Subscriptions (Book Creator) | \$60 |
| Account 561100 - Media Books | \$336 |
| Account 562230 - Media A/V (audiobooks) | \$149 |
| Account 564220 - Media Furn-Fix/Equipment (incl wireless mouse/keyboard) | \$187 |
| Account 556110 (program 3070) - Media Books | \$633 |
| Total: | \$1,664 |

D) Wishlist (BOLO for grant and/or sponsor opportunities)

Priorities for Acquisition of Consumable and Non-Consumable Materials in support of Media Center Creative Writing/Storytelling Activities and STEAM Projects

1. Creative Writing and Storytelling: Lego Education Kits for creation of book setting backdrops to be used in concert with digital storytelling and digital book

- creation projects in the Media Center. CoverOne machine to extend our digital books into print book-making projects.
2. Sewing: Sewing machine, how-to sewing books, along with the necessary consumable components and related supplies needed for students to participate in charitable sewing challenges.
 3. Knitting/Crochet: Knitting needles, crochet hooks, loom knitting kits, how-to knit and how-to crochet instructional books, along with the necessary consumable components and related supplies needed for students to participate in charitable handmade challenges.
 4. STEM/STEAM Challenges: Desktop Lab for eSports Challenges, iPads, Ozobots, Squishy Circuits, Dash & Dot, Little Bits, Bloxels, Legos, Osmo, K'Nex, Draw Bot, Stop Motion Animation apps, Makedo, Makey Makey, Paper Circuit Notebooks, Sphero and/or other robotics, etc. with the necessary consumable components and related apps needed for students to participate in our STEM/STEAM challenges.

Annual Evaluation and Revision Of CDP

This collection development plan will be reviewed each school year. The media specialist will make any obvious changes and then submit a copy to the principal. Any agreed upon changes will be made to the policy with revised copies made available to the staff. All updates will be dated and older versions destroyed.

CDP is a Work in Progress (The Future is Fluid)

This document is always to be considered as a work in progress. Due to the changing nature of education in general and libraries specifically, it is necessary to keep adapting to the needs of the stakeholders and the requirements of the local and state boards of education as an endeavor to keep the media program viable.

Appendix A: Library Bill of Rights

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 the 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 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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

Appendix B: Intellectual Freedom

INTELLECTUAL FREEDOM

AMERICAN LIBRARY ASSOCIATION THE FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

First Amendment of the Bill of Rights to the United States Constitution
CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF
RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR
ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE
RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION
THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December 15,
1791 Endorsed by the Board of Library Trustees: August 24, 2009,
October 22, 2012, August 22, 2016



Appendix C: SDPBC Policy 8.12

| | |
|---------------------|--|
| Book | School Board Policies |
| Section | Ch. 8. Curriculum and Instruction |
| Title | Selection of Library Media Center Materials and Reading List Materials |
| Code | 8.12 |
| Status | Active |
| Adopted | December 27, 2022 |
| Last Revised | January 24, 2018 |
| Last Reviewed | January 24, 2018 |
| Prior Revised Dates | 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022 |

Policy 8.12 - Selection of Library Media Center Materials and Reading List 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. Reading List Materials.--

Reading list materials are recommended or assigned materials school- wide or grade level.

3. Purpose.--

The Board believes that the selection of library media materials and reading list materials is 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.

4. 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.

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.

5. 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.

6. 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.

7. Selection.--

HB 1467 (2022), amending Fla. Stat. § 1006.28 provides selection requirements.

a. Initial Review Process

i. "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students."

ii. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671, attached hereto and incorporated as part of this policy, to solicit additional input.

b. The School Board is herein adopting "procedures for developing library media center collections" and shall "post the procedures" on each school's website within the District.

c. Each elementary school ^[1] must "publish on its website, in a searchable format prescribed by the [Florida Department of Education], a list of all materials maintained in the school library media center (as defined by SBER 6A-7.0713, including classroom libraries) or required as part of a school or grade-level reading list."

d. Per HB 1467 (2022), § 1006.28 (2) (d), these procedures for developing library media center collections must:

i. "Require that **book selections** meet the criteria in s. 1006.40(3) (d)."^[2]

ii. Require consultation of reputable, professionally recognized reviewing periodicals^[3]____, if available after a documented diligent search, and school community stakeholders.^[4] ____

iii. "Provide for library media center collections based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty."

iv. "Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to

curriculum, out-of-date content, and required removal pursuant to subparagraph (a) 2."^[5] ____

In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The basis for the removal shall be documented. Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.

e. The District may restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

8. Additional Selection Criteria

a. Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph 7. 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" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and Policy 8.1205. Annually, the District requires using the selection criteria and the removal criteria referenced in this Policy to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required

components^[6]____. They will share that plan with both their principal and District Library Media Services.

Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.

- 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 State Statute, or District policy, State Statute and 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.
- e. In conjunction with the selection criteria above, employees holding a valid educational media specialist certificate (with the required training once it is available as stated in Paragraph 10 below) at each school location or if a qualified person is not employed at the school, by another District employee with these qualifications, 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 and selecting all materials include:

i. 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.

- ii. 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.
- iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
- iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
- v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
- vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- x. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xi. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xv. 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.
- xvi. GRAPHIC NOVELS AND PERIODICALS.-- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodical into circulation.

9. Compliance

- a. Per HB 1467 (2022), school principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.
 - b. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media team.
10. The Florida Department of Education (FL DOE) is developing an online training program by January 1, 2023 for school librarians, media specialists, and other personnel involved in the selection and maintenance of library media and collections or materials maintained on a reading list. These persons must complete this training once it is available before reviewing and selecting age appropriate materials, reading list materials, and library resources.
11. Per Fla. Stat. § 1006.29 (6), no later than July 1, 2023, and annually thereafter, the Superintendent must certify to the FL DOE that all school librarians and media specialists employed by the District have completed the FL DOE online training program.

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

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.

HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022

RELATED POLICIES:

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

- [1] The District shall rely on any State Board of Education Rule designation of an elementary school.
- [2] This Statute states that the materials must be: "1. Free of pornography and material prohibited under s. [847.012](#) [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and appropriate for the grade level and age group for which the materials are used or made available."The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.
- [3] These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.
- [4] Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at https://www.palmbeachschools.org/students_parents/school_library_media_center_resources/_active_book_orders then click on Active LMS Book Orders. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org , for sending their feedback to be reviewed by the District Library Media team for consideration. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.
- [5] Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials.
- [6] The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

Appendix D: SDPBC Policy 8.1205



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| Book | School Board Policies |
| Section | Ch. 8. Curriculum and Instruction |
| Title | Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists |
| Code | 8.1205 |
| Status | Active |
| Adopted | November 30, 2022 |
| Last Revised | January 24, |
| 2018 Prior Revised Dates | |
| | 5/7/2008; 1/24/2018 |

Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists

This Policy does not apply to the 30-day post-adoption challenges to specific instructional materials by parents or County residents in compliance with Fla. Stat. § 1006.28(1) (a) (3). The procedures to follow for those challenges are outlined in School Board Policy 8.122, subparagraph (3)(g).

In addition, the Superintendent or designee, even without an objection or challenge, has the authority to remove instructional materials, library media materials, supplemental classroom materials on reading list based on statutory considerations. The basis for the removal shall be documented.

This Policy implements Fla. Stat. § 1006.28 (2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials more than 30 days after adoption of instructional materials and b): library media materials, including reading lists, and non-adopted classroom materials. The procedures to follow for those challenges are outlined below; however, a parent or a resident of this County has the option to speak and proffer evidence at the Board hearing on adopting instructional materials and the Board adoption meeting without having followed the procedures below.

1. Grievance Procedures Concerning Core Instructional Materials, Library Media Materials, Reading Lists, and Supplemental Classroom Instructional Materials

- a. The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law.
- b. Any resident of Palm Beach County, or emancipated student or parent of a child attending public school in Palm Beach County may file an objection with a school or the Board Clerk concerning the use of or content in instructional materials, library media materials, and supplemental classroom materials, including reading lists.
- c. The parent or resident will be provided the opportunity to proffer evidence on the grounds stated within Fla. Stat. § 1006.28(2)(a)(2), relating to instructional materials, library media materials, and supplemental classroom materials, including reading lists.

- d. Challenged materials may be removed from use in the school where the objection was initiated after the procedures of this Policy have been completed or if it is agreed by the District at any of these stages. Per Fla. Stat. § 1006.28(2)(a)(2), if the School Board "finds that an instructional material does not meet the criteria under sub-subparagraph a. or that any other material contains prohibited content under sub- subparagraph b., the school district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable."
- e. Objections filed by a parent or emancipated student shall be heard in the school in which that student is registered. If the parent has children at different schools in Palm Beach County, then the objection must specify which school(s) the objection pertains to and it will be heard in that/those school(s). If the objecting party is not the parent of a child in the School District, the objection will be assigned to the appropriate school within the boundary corresponding to the residence of the objecting party for review if the material is located at that school or to the school in close proximity where the material is located.

2. School Level: Informal Complaint

- a. Any complaint arising out of the use of a material in a school shall be registered in writing with the principal of the school. Within five school days of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant to explain:
 - i. the school's selection procedures for these materials;
 - ii. the criteria used for the selection of these materials;
 - iii. the role that the material in question has in the school's curriculum or library media center or classroom collection; and
 - iv. whatever additional information is deemed needed regarding the item's use.
- b. If the complainant is not satisfied with the explanation and desires to file a formal complaint, the formal procedures below shall be followed.

3. School Level: Formal Complaint

- a. As stated in Policy 8.122, objections to instructional materials and Supplemental Classroom Materials, including Reading Lists, shall be filed on form PBSB 2569 (Petition to Object/Objection to Instructional Materials), which is part of this policy and incorporated herein as part of this Policy. The form can be found on the District's forms website at: <https://www2.palmbeachschools.org/formssearch/pdf/2569.pdf> .
- b. For objections to Library Media Materials, the complainant shall file form PBSB 1113 ("Objection to, Library Media Materials") and this form can be obtained from the Principal or a designee. A copy of the form is also available on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf> and is incorporated herein by reference as part of this Policy.
- c. The complainant shall sign and sufficiently complete the applicable form in its entirety for each material to be considered, including stating the basis of the objection, retain one copy, and send one copy of the completed form to the principal of the school. *Failure to sufficiently fill out the form along with complainant's signature will result in the rejection of the form and no formal review process under this subsection will be initiated.*
- d. A challenge to the same material(s) by multiple challengers within one school can be consolidated into one challenge for consideration by the School Materials Review Committee, Principal, Superintendent, District Material Review Committee, and School Board (the reviewing persons and entities) as set forth in the below proceedings.
- e. A challenge to multiple materials will require additional preparation time for the reviewing persons and entities set forth below. A challenge of more than five materials will add an additional two (2) days per item to the time deadlines for the school or District actions that are specified within this Policy.
- f. For materials used *in that school*, the form and the material in question shall be studied by a School Materials Review Committee appointed on an ad hoc basis by the school Principal. Representation on the School Materials Review Committee should reflect the diversity of the District and school, and the following provisions apply:

- i. The committee shall consist of the Principal or his/her designee of the school where the complaint was made; two teachers in the appropriate subject area/grade; one teacher from another subject area/grade; a library media specialist; a guidance counselor; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high school only); one layperson from the school's Parent-Teacher Association or the School Advisory Council; a representative designated by the Regional Superintendent, and a representative from the District department representing Instructional Materials and/or Library Media Services.
 - ii. The School Materials Review Committee shall meet within fifteen (15) school work days of receipt by the Principal of the reconsideration form. The complainant shall be notified of the committee's meeting date and time and shall be invited to present arguments for no more than 10 minutes unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation at the committee's discretion.
 - iii. The School Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in School Board Policy 8.12(7)(d)(ii).
 - iv. The School Materials Review Committee shall be chaired by the Principal or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.
 - v. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the School Materials Review Committee shall prepare the committee's recommendation with supporting reasons and use form PBSB 1857, School Materials Review Committee Recommendations, or a signed letter written on school letterhead. The form can be found on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1857.pdf> and is incorporated herein by reference.
- g. Guidelines for Committee's Recommendation. -- The School Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in Policy 8.12(7) (for media center materials) or State requirements and guidelines and Policy 8.122 (for textbooks or other instructional materials and reading lists) and shall render a decision based on a majority vote.
- i. The selection criteria in Policy 8.12(7), for media center, shall be made available to all interested persons.
 - ii. The recommendation to the Principal will be based on the selection criteria in School Board Policy 8.12(7) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), and the following additional factors and criteria:
 - A. educational significance of the material;
 - B. appropriateness of age and maturity level;
 - C. need and value to the collection/curriculum;
 - D. summation of the professional reviews on the media;
 - E. literary merit;
 - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
 - G. freedom from stereotypes, bias, prejudice or distortion; and
 - H. timeliness or permanence.
- A. In addition, the recommendation shall also consider 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.

However, pursuant to current case law, the 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 the points-of-view contained in the media center instructional or supplemental classroom instructional materials.

- h. Committee's Recommendation to the Principal. -- The committee's final recommendation shall be immediately forwarded to the school Principal and may be any or a combination of the following:
- i. allow the challenged material to maintain its current status;
 - ii. leave the challenged material in the classroom or library media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed item;
 - iii. limit the educational use of the challenged material;
 - iv. transfer the challenged material to a higher level school (e. g. elementary to a middle school); and/or
 - v. remove the challenged material from the school environment.
- i. Principal's Written Decision. -- Within five (5) school work days after receipt of the School Materials Review Committee's recommendation, the Principal shall make a decision, based on the same criteria considered by the committee as set forth in subsection (3)(g) above, on whether to follow the committee's recommendation, and shall inform the complainant *in writing* of the recommendation of the committee, the Principal's decision, and *the reasons for the recommendation and decision*. This written communication must inform the complainant of the next level of appeal under this policy and the time deadline if the decision is not the relief sought by the objecting party. Such communication shall be sent by regular U. S. Mail, and certified mail, return receipt requested.

4. District Level: Formal Appeal. --

The complainant may appeal the Principal's decision to the Superintendent, subject to the following provisions.

- a. If the complainant appeals the Principal's decision, the Principal shall send copies of all reports and communications to division and department heads that supervise Instructional Materials and Library Media Services and to the appropriate Regional Superintendent.
- b. Access to challenged materials shall not be restricted during the reconsideration process; the materials shall remain in use unless the School Materials Review Committee, through formal vote, recommended removal of the instructional materials to the Principal, and the decision to remove is made by the Principal.
- c. Within twenty (20) calendar days of the date of the Principal's decision, the complainant shall notify the Superintendent in writing of the request to appeal. *Failure to comply with these requirements will result in the appeal not being considered.*
- d. Within twenty (20) school work days of receipt of such request, the Superintendent or his/her designee and appropriate staff shall review the action taken at the school level and issue a decision based on the same criteria set forth in subsection (3)(g) above and with the same alternative results as set forth in subsection (3)(h) above. If the decision does not include further review by the Superintendent/designee (and District Materials Review Committee), the complainant shall be so notified of the decision and be informed of the ability and deadline to request *in writing* an appearance to appeal directly to The School Board of Palm Beach County, Florida in accordance with this Policy. Notice to the complainant shall be made by regular U. S. Mail and certified mail, return receipt requested.
- e. If the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee whose representation reflects the diversity of the District and school, appointed on an ad hoc basis by the Superintendent or his/her designee, according to the following provisions:
 - i. Representation on District Instructional Materials Committees should reflect the diversity of the District and schools.
 - ii. Individuals on the District Materials Review Committee cannot be the same as those that served on the School Materials Review Committee.

- iii. The committee shall consist of the Chief Academic Officer or his/her designee; an appropriate Regional Superintendent or designee; one Principal at the appropriate level; a division or department head that supervises Instructional Materials, and/or Library Media Services, an appropriate subject area Administrator/Program Planner; one teacher in the appropriate subject area/grade; one library media specialist; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high only); a representative from the Palm Beach County Council of Parent-Teacher Associations who will be appointed by the President of the District Association, a representative from the District Academic Advisory Committee; and one lay person. The General Counsel to the School Board, or designated attorney(s) of his/her Office, may be invited to provide legal advice to the Committee, if deemed appropriate by the Superintendent.
- iv. In the event that a person from a position named above cannot be present at the District Materials Review Committee meeting(s), the Superintendent may appoint an alternate.
- v. District Materials Review Committee Procedures
 - A. The District Materials Review Committee shall be chaired by the Chief Academic Officer or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.
 - B. The District Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in Policy 8.12(7)(d)(ii).
 - C. The District Materials Review Committee shall meet and *provide a recommendation with supporting reasons* to the Superintendent within twenty (20) school work days of receipt of the referral from the Superintendent, based on the criteria set forth in subparagraph (4)(e)(v)(D) and paragraph (vi) below. The complainant shall be notified of the committee's meeting date and time and shall be invited to present argument for no more than 10 minutes, unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation *at the committee's discretion*.
 - D. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the District Materials Review Committee shall prepare the committee's recommendations with supporting reasons.
- f. Guidelines for Recommendation to the Superintendent. -- The District Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in School Board Policy 8.12(7) (for media center materials) or State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials) and shall render a decision based on a majority vote.
 - i. The Selection Criteria in Policy 8.12(7) (for media center materials) shall be made available to all interested persons.
 - ii. The recommendation to the Superintendent will be based on the selection criteria in School Board Policy 8.12(7) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), as well as the following criteria:
 - A. educational significance of the material;
 - B. appropriateness of age and maturity level;
 - C. need and value to the collection/curriculum;
 - D. summation of the professional reviews on the media;
 - E. literary merit;
 - F. validity, accuracy, objectivity, and up-to-date and appropriate information;

G. freedom from stereotypes, bias, prejudice or distortion; and

H. timeliness or permanence.

I. In addition, the recommendation shall also consider 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. However, pursuant to current case law, the 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 the points-of-view contained in the media center or supplemental classroom instructional materials.

- g. Committee's Recommendation to the Superintendent. -- The recommendation of the District Materials Review Committee and the basis for that recommendation shall be transmitted to the Superintendent; the Chief Academic Officer, the Principal of the school that received the original complaint; and the complainant.
- h. Superintendent's/Designee's Written Decision. -- The Superintendent or his/her designee shall make a final decision, based on the same criteria considered by the committee as set forth in subparagraph (4)(f) above, within five (5) school work days of receipt of the District Materials Review Committee recommendation, and send a written report of that decision to the Chief Academic Officer, the appropriate Assistant Superintendent, the Principal of the school; and the complainant. *The written decision shall state procedures and time limits to appeal to the Board if the complainant is dissatisfied.* This decision shall be sent to the complainant by regular U. S. mail and certified mail, return receipt requested.
- i. The Department of Communications & Engagement shall make the selection criteria and a copy of the material(s) in question available for review upon request of interested persons.

5. Board Level Appeal

- a. The complainant may appeal the decision of the Superintendent/designee to the School Board under subsection (4)(b) or paragraph (4)(d) above by filing a signed writing with the School Board Clerk within thirty (30) days of the decision and may request an appearance before the School Board.
- b. After notice to the appealing party, the School Board Level review shall occur at a public meeting and allow presentation of evidence. The School Board's decision shall be based on the same criteria considered by the Superintendent as set forth in subsections (4)(f) and (h) above.

6. Policy Awareness

- a. A copy of the selection and reconsideration procedures as set forth in this Policy and in Board Policy 8.12 should be a part of the Collection Development Plan for each school library media center and should be available for easy access and reference.
- b. Each school Principal should include at a minimum, a summary or references to this Challenge Policy and School Board Policy 8.12 in the school's staff handbook and shall review the selection and reconsideration procedures with the staff as needed, emphasizing Board policy pertaining to the teaching of controversial issues and the ethical considerations that are needed in handling citizen complaints with courtesy and integrity.

7. Reporting Objections

- a. HB 1467 (2022), which created Fla. Stat. § 1006.28 (2)(e) requires that:

"Annually, beginning June 30, 2023, [the School Board] submit to the Commissioner of Education a report that identifies: a. Each material for which the school district received an objection pursuant to [Fla. Stat. 1006.28] subparagraph (a)2 [regarding an objection by a parent or a resident of the county to the use of a specific instructional material or any material used in a classroom, made available in a school library, or included on a reading list] for the school year and the specific objections thereto. b. Each material that was removed or discontinued as a result of an objection. c. The grade level and course for which a removed or discontinued material was used, as applicable."

- b. However, Fla. Stat. § 1011.67 Funds for instructional materials relating to the Superintendent

report due to the Commissioner of Education by July 1 states:

"The certification must identify any material that received an objection pursuant to s. 1006.28 for the school year and the specific objections thereto, each material that was removed or discontinued as a result of an objection, and the grade level and course for which a removed or discontinued material was used, as applicable."

c. Accordingly, this data must be collected for these reports in a manner as determined by the Superintendent/designee.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2); 1001.41(1)(2) & 5); 1001.42 (2)(11)(13) & (29)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11) (13) & (29); 1001.42(7) & (17)(a); 1001.43(2)(3); 1003.42; 1006.28; 1006.31; 1006.34; 1006.40; 1006.41; 847.012

HISTORY: 5/7/2008; 1/24/2018; 11/30/2022

RELATED POLICIES:

School Board Policy 8.122 Textbooks and Related Instructional Materials
School Board Policy 8.12 Selection of Library Media Center Materials
School Board Policy 5.735 Parent's Bill of Rights

