



Greenacres Elementary

FY24 Collection Development Policy

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Certified Educational Media Specialist

Greenacres Elementary
FY24 Collection Development Policy

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Purpose of Collection Development Policy

Collection Development is the process of providing materials and equipment through the Library Media Center that ensures quality, adequate quantity and appropriate variety for our students, faculty and administration. Collection development takes place under the leadership of a certified Library Media Specialist trained in the evaluation of learning resources and instructional equipment. This professional is knowledgeable about curriculum, learner characteristics and availability of educational resources.

Background Statement & School Community

The users of Greenacres Elementary School Library Media Center come from grades Pre-Kindergarten through Fifth in addition to the faculty, staff and families of that community of users. Greenacres Elementary is an International Spanish Academy (ISA). According to the October 2022 Gold Report, Greenacres Elementary has a culturally and ethnically diverse student population representing different socio-economic backgrounds. The reported demographic makeup of Greenacres students is as follows: 653 total students; 81% Hispanic, 11% Black, 6% White, 1% Asian and 1% Multiracial, 1% Indigenous Peoples; 53% male, and 47% female. The number of students qualifying for Free/Reduced Lunch % is 78% as of October 2022. Currently 51% of our students are active ELL and 15% are receiving ESE services. GES average daily absence rate was at 7% and our discipline and suspension rate at less than 2%.

Greenacres is an International Spanish Academy (ISA) providing dual language immersion for students K-5. Teachers work tirelessly providing students quality instruction in reading to close the achievement gap. We are committed to improving performance in reading for all students. Greenacres is a successful International Spanish Academy (ISA) as well as K-5 AVID school. This year we also added STEM to our Fine Arts rotation as well.

Being an International Spanish Academy with 81% of our students being Hispanic and 51% ELL Hispanic an emphasis has and will continue to be put on adding books in native Spanish or Bi-Lingual English/Spanish in addition to those in English to serve both students learning English and those learning Spanish. Books supporting AVID and STEAM are also set as priorities.

Mission Statement

Greenacres Philosophy

Greenacres Elementary celebrates cultural diversity, bilingualism, biliteracy, and academic achievement in all that we do.

Greenacres Vision

We envision...

Greenacres Elementary is an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish.

Greenacres Elementary will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued and their physical, emotional, academic, and social needs are met.

...WE SEE YOU.

Responsibility for Collection Management & Development

The Media Specialist is ultimately responsible for collection management and development. However, collaboration with all stakeholders is essential to creating a collection to serve everyone's needs. Administration, faculty, students and parents are consulted often during the collection development process to assure we are able to meet the needs of our patrons.

Greenacres Mission

Greenacres Elementary will educate, affirm, and inspire each student in an equity-embedded school system.

Greenacres Elementary Library Media Center Mission Statement

Our mission is to lead our school community in the mission of Greenacres Elementary as a whole, while educating, affirming and inspiring each student in an equity-embedded system that provides a positive and productive learning environment that imbeds the 4 C's: Collaboration, Communication, Critical Thinking and Creativity into our daily activities. The **Purpose** of the library media collection at Greenacres Elementary is to provide informational resources that will facilitate the educational and personal goals of students and faculty and also to provide material to encourage recreational reading. Each member of our community should see themselves reflected in our collection and should find material to inspire and nurture them in their journey of learning.

To fulfill this mission, the library media center develops and maintains a readily available collection of books, periodicals, DVDs, audiovisual and multimedia materials, software, Internet access, electronic reference resources, audio books and equipment. These materials are organized with accepted library practices so that students and professional staff are able to make appropriate selections for achieving instructional objectives.

Library Program

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. AASL and ISTE standards are incorporated into lessons as well as the library media specialist uses CPALMS and Blender as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teachers to develop compatible lessons that support classroom learning. Lessons, materials Media Specialist Professional Development are also provided by District Library Media Services and Instructional Technology Staff.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The exception to this is when the space is needed during diagnostic and state standardized progress monitoring.

The Media Specialist also provides a televised broadcast of daily announcements directing a team of 6 students who learn to perform all aspects of the production process.

The Media Specialist is on a fixed 6 classes a day schedule, seeing the same classes 3 days in a row before turning over to the next set of classes. There are 6 sets of classes that are seen in a rotation. Books are circulated on the 3rd day of the rotation. There is not a Media Clerk to facilitate checkout more often. Classes last 30 minutes with 1 to 5 minutes in between. Three book drops have been placed around the school to assist with book return on non-media days. The media center is open during non-class times for special checkout situations.

Media classroom instruction includes research practices, internet safety, coding, understanding the Dewey Decimal System and call numbers in a library to locate books and materials. Students are introduced to using the electronic card catalog in Destiny as well as reading eBooks in Destiny and MackinVIA. Third graders receive instruction in geography and map reading and understanding. The district Instructional Technology department has provided “Booked on STEM” books and lessons for instructional use as well.

The Media Center hosts the annual Mel Fisher pop-up Museum. The museum comes with interactive instructional materials for intermediate students. These provide students with the opportunity to interact with Florida History using primary source materials.

The Media Center hosts 2 book fairs each year in the Fall and in the Spring to provide students and families to shop for new books. Evening events allow families to shop together, however families are encouraged to shop during the day as well.

SUNSHINE STATE YOUNG READER AWARDS

Greenacres participates in Sunshine State Young Reader Awards (SSYRA). Students in grades 3- 5 are encouraged to read at least 3 of the titled SSYRA books. Students in grades 3- 5 also participated in Battle of the Books. More information can be found at www.floridamediaed.org/ssyra.html

Goals and Objectives

- *Goal 1: Increase the number of Spanish and Bilingual English/Spanish books in our collection by 3%*
 - *Use data from a stakeholder needs assessment*
 - *purchase up-to-date books and eBooks to support the needs and interests of stakeholders*

- *Goal 2: Reduce the number of outdated books supporting STEAM and AVID*
 - *use data analysis to identify books that are obsolete and out of date in the areas of STEAM*
 - *weed the books identified in this analysis*

- *Goal 3: Increase the number of books supporting STEAM in our school*
 - *use data analysis of our current collection*
 - *purchase up-to-date books, eBooks and other materials to support our needs*

Budget and Funding

Greenacres Elementary Library Media Center is given a school-based operating budget at the beginning of each school year. It is expected that the budget for 2022 - 2023 will be similar to the current school year. The budget is as follows:

2023-2024 (FY24) projected budget amounts

<i>School Based Operating Budget</i>	FY23 Budget Actual	FY24 Projected Budget
<i>Account 55110 - Media Supplies</i>	\$1337	\$584
<i>Account 553420 - Media Subscriptions</i>	\$89	\$356
<i>Account 561100 - Media Books</i>	\$1180	\$1200
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$466
<i>Fundraising/ Grants</i>		
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	\$2373	\$5055
<i>Scholastic Book Fair</i>	\$2152	\$4870
<i>Grants</i>	\$0	\$5000
<i>State Media Allocation</i>		
<i>Account 556110 (program 3070) - Media Books</i>	\$1785	\$1785
<i>Destiny Project</i>		
<i>Account 562230 (program 8430)</i>	\$1200	\$1200

Greenacres Library Media Center supplements its school-based operating budget with an Internal Account, which is funded through bi-annual Book Fairs. These funds are used to supplement the line items listed above.

This year a total of \$10,116 was spent from all sources to benefit the operation of Greenacres Elementary Library and our students.

Also listed in the budget are Program 3070 Categorical Monies to purchase books, eBooks and related reading material and Program 8430 Destiny project to assist with purchasing updated technology necessary to run a School Library.

Purchasing Plan 2023-2024

Approximate Purchasing Plan	
Purpose	Amount
Books	\$10500
Supplies	\$1000
STEAM	\$500
Periodicals	\$300
Equipment	\$1000
Furniture	\$1000
Total:	\$

Scope of the Collection

The **Scope of the Collection** covers a wide variety of print and non-print materials that are appropriate for different ability levels and learning styles. As per School Board Policy 8.12 (see Section 2 d) the collection:

1. Supports the instructional school program, curriculum and objectives, such as AVID and The International Spanish Academy.
2. Provides information resources for all areas and levels of knowledge.
3. Meets the personal and recreational needs of all students.
4. Supports the professional needs of faculty and administrations.
5. Introduces new instructional technologies into the learning environment.
6. Reflects the culture and ethnicity of students attending Greenacres Elementary.

The collection currently contains approximately 15,086 items which averages out to 19 items per student, which is consistent with the recommended national average of 15-20 items per student. Our goal is never to drop below 15 items per student. Currently 8% of our collection is digital with approximately 2 e-books per student.

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

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum specifically AVID and International Spanish Academy;
- provide a learning environment which promotes inquiry;
- stimulate intellectual curiosity;
- encourage reading for pleasure,
- develop diverse interests for the enjoyment of life-long learning, and;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.
- Provide and maintain a modern TV studio to provide live daily announcements starring and operated by students overseen by the Library Media Specialist:
- Assist the ITSA in overseeing all technology including but not limited to iPads, Chromebooks, SMART Panels, document cameras, audio enhancement systems, portable cd players.

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

- identify, plan, and use resources;
- find and evaluate information;
- organize and maintain information;
- interpret and communicate information;
- use computers and technology to process information;
- use technology to present information;
- work with a variety of technologies
- work interactively and collaborate with others.

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

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 re-certification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online 24/7 information databases for reference and research;
- Providing and maintaining an eBook library available 24/7 in addition to those purchased at the school level;
- 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;
- Manage technical services for acquiring and processing resources for schools;
- Distribute to schools and monitor categorical and capital budgets allocated for library programs
- Foster a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

According to best practices for school libraries in the United States, and per District Policy the print and non-print collection at Greenacres Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

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 interlibrary loan. Three types of collection types can provide the staff and advisory committee with

comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection.

Collection Development

Collection Development is the process of providing materials and equipment through the Library Media Center that ensures quality, adequate quantity and appropriate variety for our students, faculty and administration. Collection development takes place under the leadership of a certified Library Media Specialist trained in the evaluation of learning resources and instructional equipment. This professional is knowledgeable about curriculum, learner characteristics and availability of educational resources. Collaboration with administration, teachers, students and parents and stakeholders assures adequate quality and variety to support student's academic and personal interest needs.

Selection and Evaluation Criteria

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

The **Selection** of Library Media Materials supports the school's curriculum and students' interests. Due to limited funding, library materials must be selected and purchased after passing the selection process. The responsibility of selecting the materials rests with the certified Library Media Specialist. In coordinating the material orders, the Library Media Specialist will consult with students, faculty, administration, the Academic Literacy Committee, parents and stakeholders.

The process of selection and evaluation of materials follows the criteria outlined in the American Library Association Library Bill of Rights. First, considerations are based on the following information:

- the existing collection
- the student and faculty needs
- the curriculum
- needs of pleasure readers

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community pleasure readers 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 (NETS)

The **Criteria** used to select library titles (books and ebooks) that have passed the above test is as follows:

1. Preview of the materials before purchasing, if possible
2. Review of bibliographic reference sources
3. Use of reviews in professional journals and publications (School Library Journal, Horn Book, Publishers Weekly, Booklist Starred Reviews, Kirkus Reviews Starred, etc.) Preference is given to books with 2 positive reviews for appropriate age level.
4. Cultural diversity of the school
5. Quality of the writing/production
6. Currency, quality and relevance of the resources
7. Balance of print, non-print and access to non-owned resources.
(Non-owned resources are materials received beyond the school's

collection through cooperative agreements and library networking systems)

8. Recommended titles by associations and/or subject specialists
9. Recommended titles by teachers, staff, students, and administration

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

- a. " In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.
 - 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 lexiles 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 hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
- xvii. [COPYRIGHT.--Supplemental instructional materials and 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.]*”

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 and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, 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 Greenacres Library Media Center users on the school districts wide area network (WAN) through the District Portal are selected using a similar educational criterion 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 WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

The **Evaluation of Materials and Equipment** for the collection is a key function of the Library Media Specialist's role. When evaluating the adequacy of a collection, the factors below are followed.

1. The scope and diversity of the instructional program of the school – Is the subject taught once, is it for one class or grade level, or school-wide?
2. Diversity of student needs and characteristics – the collection should strive to meet all needs and at appropriate reading levels.
3. The collection should reflect the differences in learning and teaching styles.
4. The collection should strive to meet personal and recreational needs of all students.

Evaluation of the Library Media Center's Overall Collection is a dynamic process. In addition to evaluating resources title by title, the collection, as a whole, needs to evolve over time. This happens through the following:

1. Creating lists of unfilled requests or unmet needs
2. Receiving recommendations from the school community
3. Weeding outdated and worn materials from the collection
4. Analyzing statistics related to circulation, faculty and student use
5. Maintaining at least ten books per student by comparing size of collection with changes in student enrollment
6. Completing an annual statistical report of average copyright dates and numbers of items within various subjects – Destiny Report

District-Wide Procedures for Selecting and Developing Library

Collections

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. In HereFurther, 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 PBSB 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.

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.
- 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.

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.





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.

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.

			
15,086 Items in the Collection	19 Items per Student	24% Fiction Titles in the Collection	37 % Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully			

Impact the average age of the collection.	2005 Average Age of the Collection	52% Aged Titles	17% 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.	
			
33% Representative Titles in Collection	2004 Representative Titles Average Age	30% SLL Titles in Collection	2007 SLL 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	153	2012
Philosophy & Psychology	57	2004
Religion	38	1997
Social Sciences	991	2001
Language	110	2003
Science	1,554	2005

Technology	617	2007
Arts & Recreation	1,096	2013
Literature	233	2000
History & Geography	738	2004
Biography	1,362	2001
Easy	3,789	2001
General Fiction	3,630	2009
Graphic Novels	614	2017

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.

Collection Maintenance

Weeding of the Collection is the responsibility of the Library Media Specialist along with the Library Media Committee. Weeding is the reevaluation and systematic removal of resources. Weeding shall be done on a 3 year rotation with a minimum of $\frac{1}{3}$ of the Library done each year as per Board Policy 8.12 (5). Library Media materials (print and non-print) should be removed if they:

1. Are in poor physical condition
2. Contain outdated or obsolete subject content

3. Are poor in quality
4. Are biased or portray stereotypes
5. Lack authenticity
6. Are inappropriate

Disposal of weeded materials are handled by:

- Giving material to students for individual use when appropriate
- Giving surplus material to teachers (ex.: old periodicals)
- Cannibalizing materials for various instructional activities
- Sending Library Media equipment that has been red tagged to the Property Redistribution Office
- Selling materials for minimal prices at school fundraising functions
- Discarding damaged materials following LMS instructions.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2023-2024	Selection Priorities <ul style="list-style-type: none"> ● Non-Fiction Spanish, SSYRA ● Fiction Spanish ● Non-Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy & Paperback ● Fiction & Spanish & SSYRA ● Non-Fiction & Graphic Novels
2024-2025	Selection Priorities <ul style="list-style-type: none"> ● Non-Fiction, SSYRA ● Non-Fiction Spanish ● Fiction & Easy Spanish
	Inventory/ Weeding Priorities

	<ul style="list-style-type: none"> • Non-Fiction & Graphic Novels • Easy & Paperback • Fiction & Spanish & SSYRA
2025-2026	Selection Priorities <ul style="list-style-type: none"> • Easy & Fiction, SSYRA • Graphic Novel Spanish • Non-Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction & Spanish & SSYRA • Non-Fiction & Graphic Novels • Easy & Paperback

Reconsideration of Materials

Procedures for filing a request for reconsideration of Library Media Materials are in accordance with the **School Board Policy 8.1205 (Appendix D): Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists.** Library Media materials (print and non-print) being questioned shall not be removed from use until the informal and formal grievance procedures have been completed. An informal complaint must be made in writing and signed and is made at the school level. The complainant may appeal the decision of the principal in an informal review. For an appeal, a formal complaint, the complainant must fill out the **“Objections to Library Media Materials”** (form PBSB 1113, Appendix E).

Appendix A

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

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



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



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 PBSO 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 PBSO 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 I 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

Appendix E



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
LIBRARY MEDIA SERVICES

Objections to Library Media Materials

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

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

Parent/emancipated student County resident

If as a resident, check any applicable boxes.

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

School #	School Name	Date
Author	Title	

Hardcover Book Paperback Book DVD eBook Film Other _____

Publisher (if known) _____

Request Initiated By	Phone Number		
Street Address	City	State	Zip Code

Objecting party Individual Group Organization Other _____

Name of group/organization/other _____

To what do you object? (*be specific*)

Why do you object to this material?

For what age group would you recommend this material? _____

What are the strengths of this material?

Did you review this material? Yes No

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

What do you believe is the function of this material?

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

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

Print Name of Objecting Party/Resident

Signature of Objecting Party/Resident

Date