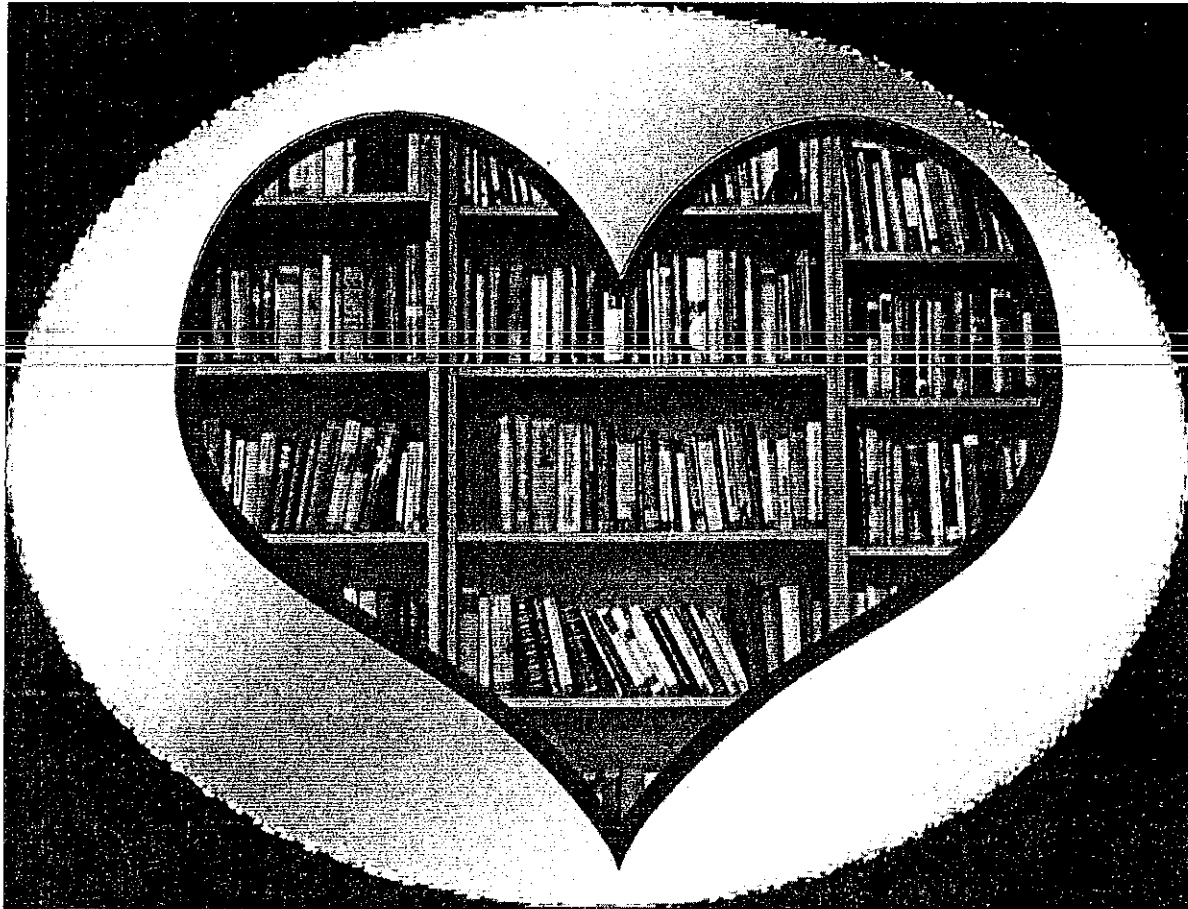


Collection Development Plan  
of Indian Ridge School  
FY24



Date Drafted: 4/10/2023

Date Approved by Administration:

Media Specialist Name: Marian Mogul

Media Specialist Signature: Marian Mogul

Principal Name: Eugene Ford

Principal Signature: Eugene Ford



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## **Purpose of Collection Development Policy**

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of Indian Ridge School. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## **Background Statement & School Community**

Indian Ridge School serves approximately 94 students in addition to faculty staff and volunteers at our ESE Center. The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interests of Indian Ridge. The majority of our students are White (22%), Hispanic (13%), African American (55%), Asian (2%) and multiracial (6%). Economically Disadvantaged students account for 83% of the population and 100% of the population are Exceptional Student Education (ESE), 4 of the students are classified as English Language Learners (ELL) and Free and Reduced lunch is 93%. In addition, the Indian Ridge Library Media Center supports the unique curricular needs of intensive and regular courses, Industrial Arts, Culinary, and Digital Video Production. In addition to the academy programs, the school offers family therapy related to the student's disability.

## **Mission Statement**

Indian Ridge provides a therapeutically and academically integrated program that gives students the academic and social skills necessary for post-secondary education, productive citizenship, employment, and independent living. We are committed to developing a community environmentally responsible learners by teaching how to efficiently use resources, creating a healthy environment, integrating ecological curriculum, encouraging healthy eating, and sustainable community practices.

## **Responsibility for Collection Management & Development**

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of Indian Ridge School. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## **Media Center Mission Statement**

The core of our Library Media Program consists of three critical components: the instructional program, reading promotion activities, and the organization and management of the Library Media Center. These three program components are focused on the support of the countywide curriculum. The Instructional Program focuses on information problem solving and literature exploration. The information problem solving model is a six-step process which includes: defining the task, understanding information seeking strategies, locating and accessing information, using information, organizing information, and evaluating information. The literature exploration component of the program concentrates on developing a literacy learner and a lifelong reader.

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## **Library Program**

The core of our Library Media Program consists of three critical components: the instructional program, reading promotion activities, and the organization and management of the Library Media Center. These three program components are focused on the support of the countywide curriculum. The Instructional Program focuses on information problem solving and literature exploration. The information problem solving model is a six-step process which includes: defining the task, understanding information seeking strategies, locating and accessing information, using information, organizing information, and evaluating information. The literature exploration component of the program concentrates on developing a literacy learner and a lifelong reader.

## Goals and Objectives

SY24

Indian Ridge School recognizes the challenge that the media center is constantly in the process of change. Our Media Center functions as the information centers for our schools by providing student access to a full range of information resources, in both traditional and electronic format. The goals of our program point to the development of a community of learners that is centered on the student. Opportunities are provided to acquire information literacy skills, and to experience interdisciplinary learning activities that support the curriculum

**Goal 1:** To support the students literacy skills through the incorporation of 21st Century technology.

Objective 1: To teach all students to use Destiny to locate and check-out books in the Media Center.

Objective 2: To utilize Chromebooks with students in meaningful ways to access library materials, conduct research and extend learning.

**Goal 2: 2:** To purchase up to date books that relate to the needs and interests of our student population.

Objective 1: Develops diverse interests for the enjoyment of life-long learning.

Objective 2: Weed materials based upon the significance to the reader focusing on items that have not circulated for a long time.

## Budget and Funding

### ***2023-2024 (FY24) projected budget amounts***

| <b><i>School Based Operating Budget</i></b> | <b><i>FY23 Budget</i></b> | <b><i>FY24 Projected Budget</i></b> |
|---|---------------------------|-------------------------------------|
| <i>Account -551100 Media Supplies</i>       | \$500                     | \$1000.00                           |
| <i>Account 553420 - Media Subscriptions</i> | \$216                     | \$216.00                            |
| <i>Account 561100 - Media Books</i>         | \$0                       | \$0                                 |
| <i>Account 536640 - Media A/V Equipment</i> | \$999.99                  | \$990.00                            |

|   |                      |        |
|---|----------------------|--------|
| <b>Fundraising/ Grants</b>                  | <b>Budget Amount</b> |        |
| Account 4047501                             | \$1700               | \$1700 |
| <b>State Media Allocation</b>               | <b>Budget Amount</b> |        |
| Account 556110 (program 3070) - Media Books | \$500                | \$500  |

## Purchasing Plan 2023-2024

| Approximate Purchasing Plan |               |
|-----------------------------|---------------|
| Purpose                     | Amount        |
|                             |               |
| books                       | \$500         |
| supplies                    | \$1000        |
| subscriptions               | \$300         |
|                             |               |
|                             |               |
| <b>Total:</b>               | <b>\$1800</b> |

### Scope of the Collection

The collection development is focused on the curriculum of Indian Ridge School and follows the guidelines of the School District of Palm Beach County and governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Indian Ridge 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.

### Collection Development

The collection development is focused on the curriculum of Indian Ridge School and follows the guidelines of the School District of Palm Beach County and governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Indian Ridge 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.



## **Selection and Evaluation Criteria**

The following online sources are recommended as tools to locate reviews.

\*The Book Report

\*BookReview.com

\*Booklist Online

\*Children's Books

\*Caldecott Medal Home Page

\*Coretta Scott King Award Home

\*Education Review

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\*Follett TITLEWAVE

\*Library Talk

\*Newbery Medal Home Page

\*Teen Hoopla Book Reviews

\*Young Adult Books

### **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 Here 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 PBSO 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](mailto: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 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. 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

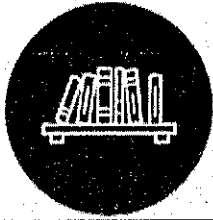

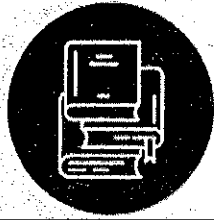


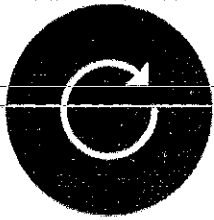
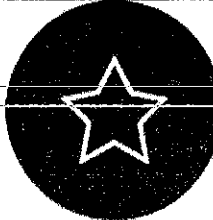

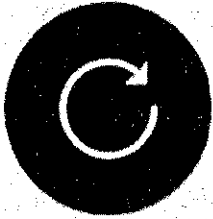


programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this 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.

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## **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.

|  |   |   |   |
|--|---|---|---|
|   |    |                   |    |
| <b>12975</b><br>Items In the Collection  | <b>117.8</b><br>Items per Student   | <b>27%</b><br>Fiction Titles in the Collection  | <b>52%</b><br>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. |    |                   |    |
|  | <b>2001</b><br>Average Age of the Collection  | <b>83%</b><br>Aged Titles   | <b>2%</b><br>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. |   |
|   |  |                 |  |
| <b>2548</b><br>Representative Titles in Collection   | <b>2002</b><br>Representative Titles Average Age                                    | <b>3314</b><br>SLL Titles in Collection   | <b>2003</b><br>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 | 102         | 2004               |
| Philosophy & Psychology                       | 227         | 2001               |
| Religion                                      | 80          | 2000               |
| Social Sciences                               | 1053        | 2000               |
| Language                                      | 78          | 2000               |
| Science                                       | 1561        | 2002               |
| Technology                                    | 920         | 2003               |
| Arts & Recreation                             | 1314        | 2003               |
| Literature                                    | 337         | 2000               |
| History & Geography                           | 1037        | 2001               |
| Biography                                     | 881         | 2001               |
| Easy  | 1633        | 1996               |
| General Fiction                               | 3449        | 2003               |
| Graphic Novels                                |             |                    |

### Gifts and Donations

Gifts and Donations are welcome but must meet the selection guidelines set forth by the school district. The Media Specialist holds the authority on all donated materials and must meet the standards for all materials selected to be housed in the library media center. The gifts are evaluated by the same standards as purchased materials. Only those which are appropriate for the collection are added. In order to maintain a

collection that supports the information needs of the academic community, many gifts/donations are not added to the collection, such as: Duplicate titles, Earlier editions, Material that does not support our academic mission, Items in poor condition, Out of date content, Periodicals.

Indian Ridge School reserves the right to accept or decline any gift. The gifts not being selected to include in the library collection cannot be returned to the donor.

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

### Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus  |
|-------------|--|
| 2023-2024   | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Easy</li> <li>● Priority 2 Biography</li> <li>● Priority 3</li> </ul>                |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Easy</li> <li>● Priority 2 Biography</li> <li>● Priority 3</li> </ul>       |
| 2024-2025   | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Reference</li> <li>● Priority 2 Video-DVD</li> <li>● Priority 3 Biography</li> </ul> |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Reference</li> <li>● Priority 2 Video-DVD</li> <li>● Priority 3</li> </ul>  |
| 2025-2026   | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority Non-Fiction</li> <li>● Priority 2</li> <li>● Priority 3</li> </ul>                     |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Reference</li> <li>● Priority 2 Easy</li> <li>● Priority 3</li> </ul>       |

### Reconsideration of Materials

The Indian Ridge School media center understands that not everyone agrees with the selection of



materials in the library; therefore, the IRS library provides any individual with the chance to challenge selected materials. Anyone from the West Palm Beach Community wishing to recommend the removal of a particular item in the media center collection may submit the Challenge Material Request form (PBSD 1113) which will be reviewed by the Principal in relation to the media center's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and/or the staff, a response will be made by the Principal within 30 days of receiving the formal objection. Refer to policy 8.1205.

The challenge policy is based on the American Library Association's (ALA) "Bill of Rights," which

references the First Amendment of freedom of expression. Any individual who would like to pose a challenge must follow the following procedure: Locate, print, and complete the Challenge Material form (PBSD 1113) on the school website and submit the form to the Principal or Administration.

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## 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

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# 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 | <del>2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022</del> |

## 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:
  - Promote the development of lifelong reading habits and information literacy skills in students;
  - Provide a broad background of information resources in areas of knowledge;
  - 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;
  - 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 <sup>[1]</sup> 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)."<sup>[2]</sup> \_\_\_

ii. Require consultation of reputable, professionally recognized reviewing periodicals<sup>[3]</sup> \_\_\_\_, if available after a documented diligent search, and school community stakeholders.<sup>[4]</sup> \_\_\_

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."<sup>[5]</sup> \_\_\_

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

- 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<sup>[6]</sup>. 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

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