

**FY25 COLLECTION
DEVELOPMENT
POLICY**

Elbridge Gale Elementary

FY25 Collection Development Policy

Jennifer Goodale

Certified Educational Media Specialist

Signature Page

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FY25 Collection Development Policy

Date Drafted: 4/17/24

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Media Specialist Name: _____ Jennifer Goodale _____

Media Specialist Signature: Jennifer Goodale

Principal Name: _____ Gail Pasterczyk _____

Principal Signature: Gail Pasterczyk

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Purpose of Collection Development Policy

The purpose of the collection development policy follows SDPBC Policy 8.12 (6.a) which stipulates: "Each school shall in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspol/statementsif/librarybillrights.htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy." This collection development policy is used by the EGES Media Center in the selection, acquisition, evaluation, and maintenance of the library media center materials. Furthermore, it effectively communicates the philosophy and purpose of the library media center's policies to faculty, students, staff and other members of the school community. If the needs of the Elbridge Gale Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes.

Background Statement & School Community

The Media Center circulates books to faculty, staff, and students in grades K-5. We have ESE and gifted students. We are a Science School and a Certified STEM school. The large portion of the nonfiction books available in the Media Center are science and STEM focused. According to the Gold Report, approximately 36% of students enrolled are White, 37% are Hispanic, 16% are Black, 6% Asian, and 5% Mixed. The Media Center meets the needs of these unique groups by providing diverse and culturally relevant resources.

School Mission Statement

The mission of Elbridge Gale Elementary School is to create an inclusive, positive, safe environment where together we discover, learn, and grow.

Media Center Mission Statement

The mission of the Elbridge Gale Elementary Media Center is to support the instructional program of the school while developing twenty first century language learners.

Responsibility for Collection Management & Development

The certified media specialist seeks input from administration, faculty, students, parents, and district stakeholders in collection management and development. Throughout the school year, faculty and students are encouraged to recommend new titles for purchase. When a book order list has been created, administrators, parents and district stakeholders have an opportunity to review the order and submit input up to two weeks prior to the order being placed.

Library Program

LIBRARY MEDIA CENTER PROGRAM The Media Center is on a Fixed 8 Day Rotation schedule. Each class comes to the Media Center for 45 minutes every 8 days. The students have instruction time, book circulation time, and recess free choice the last 20 minutes of each fine arts period. The media specialist uses CPALMS and Learning Village to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning. Moreover, the media specialist works collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. **READING PLUS** Reading Plus prizes are awarded to students in 2nd through 5th grade once a month during Media. Prizes are based on the number of See Readers that have been completed.

Goals and Objectives

Annual Action Goals for 2024-2025

Goal 1: Continue to add books to the Intermediate Library Shelves

- Use book reviews to evaluate fiction books written by authors whose last name begins with O-Z. Books for Grades 4-5 will be moved to the Intermediate shelves in FY25.

Goal 2: Weed Age-Sensitive nonfiction books

- Use TitleWise to identify nonfiction books that are age-sensitive in Computer Science, Science, Technology, History & Geography sections.
- Select the oldest books in these sections to weed in FY25.

Goal 3: Order class sets of books that support fifth grade social studies and language arts curriculum

- Meet with teachers in May 2024 to develop a list of books that are needed for the coming school year.
- August 2024 Purchase books that support social studies and language arts curriculum based on teacher recommendations, SSYR Books, and professional reviews

Budget and Funding

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	<i>\$1,500</i>	<i>\$1,500</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1,200</i>	<i>\$1,200</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$400</i>	<i>\$400</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$15,000</i>	<i>\$15,000</i>
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,275</i>	<i>\$2,275</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$4700
Supplies	\$2000
STEM	\$600
Author Presentation	\$1200
Reading Plus Prizes	\$1500
Total	\$10,000

Scope of the Collection

Scope of the Collection Elbridge Gale's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education as per School Board Policy 8.12. Print and non-print resources are arranged by the Dewey Decimal Classification System as directed by the United States best practices among school libraries. Additional resources are provided by district-wide subscriptions to electronic information databases. Patrons have access to databases and eBooks that provide 24/7 access. Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system and SEFLIN. 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. A large part of our nonfiction section is dedicated to Science resources since Elbridge Gale is a Science school. For this reason, the majority of our nonfiction section is located in the 500's and 600's. Ninety Nine percent of the books we have are Reading Counts titles. Reading Counts titles are identified with an orange spine label. Reading counts information is printed on the pocket of each book inside the back cover. In selecting new books, we ensure that the books are supported by the current state standards, school curriculum, and goals of the School Improvement Plan. All books must also have two professional reviews. Materials selected will provide curriculum and pleasure reading as per School Board Policy 8.12. The average age of our collection is 2004. Our entire collection of books at Elbridge Gale includes 13,834 volumes.

Equipment

A TV Production Studio and computer lab are available for use through our media program. In addition, students have access to iPads and chromebooks. In the Media Center resource room, teachers have access to additional equipment including boom boxes and electronic books.

Collection Development

The primary goal of the collection development policy is to support the needs of the curriculum and the school community while considering the size of the collection, the average age of the 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) and the National Education Technology Standards (NETS). Moreover, the media specialist seeks input from administrators, students, parents, and stakeholders.

Selection and Evaluation Criteria

District-Wide Procedures for Selecting and Developing Library Collections:

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 PBSD 2671 to solicit additional input.
5. Consultation with stakeholders is required which is accomplished by the following:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
 - b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
 - c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
 - d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

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.

d. The media specialist will consult School Library Journal, Book List, Horn Book, and Kirkus Review. Each favorable book should have two positive reviews.

e. Other criteria to consider in the selection process include: educational significance, appropriateness, accuracy, literary merit, scope, and authority.

f. Graphic Novel 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 media center materials at the school to which they are assigned.

2. Support toward compliance is available when the assigned 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.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections.

These procedures are followed district-wide.

District Resources And Services






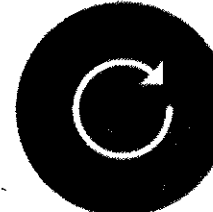


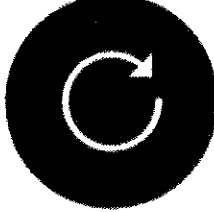


The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitor categorical and capital budgets allocated for library programs
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

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

Collection Analysis

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

			
13,850 Items in the Collection	13.6 Items per Student	34% Fiction Titles in the Collection	33% 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	67% Aged Titles	7% 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.	
			
32% Representative Titles in Collection	2004 Representative Titles Average Age	38% SLL Titles in Collection	2005 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	81	2008
Philosophy & Psychology	77	2003
Religion	35	2004
Social Sciences	717	2002
Language	162	2008
Science	1273	2006
Technology	513	2006
Arts & Recreation	792	2011
Literature	188	2001
History & Geography	749	2005
Biography	947	2007
Easy	3334	2001
General Fiction	4767	2006
Graphic Novels	254	2015

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

The Media Center resources are inventoried over a three year period. During inventory, books that are well worn will be weeded. In addition, throughout the year we will evaluate books that have been returned to determine if they need to be reordered or weeded. The media specialist will use Title Wise Analysis to analyze the collection. Nonfiction books will be scrutinized in the areas of science and technology to determine which books need to be updated and weeded.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ol style="list-style-type: none"> 1. Purchase nonfiction books published in the last 5 years to support STEM 2. Replace weeded books that are age sensitive in Dewey Range 400-600's 3. Sunshine State Readers books for Battle of Books FY25
	Inventory/ Weeding Priorities <ol style="list-style-type: none"> 1. Inventory Fiction 2. Weed 700's to 900's age sensitive areas 3. Weed biographies
FY26	Selection Priorities <ol style="list-style-type: none"> 1. Add additional biographies that have 2 professional reviews 2. Replace weeded books that are age sensitive in Dewey Range 700-900's 3. Sunshine State Readers books for Battle of Books FY26
	Inventory/ Weeding Priorities <ol style="list-style-type: none"> 1. Inventory Easy 2. Weed Easy section 3. Weed Reference section
FY27	Selection Priorities <ol style="list-style-type: none"> 1. Add additional Easy books that have 2 professional reviews 2. Add additional up-to-date Reference books 3. Sunshine State Readers books for Battle of Books FY27
	Inventory/ Weeding Priorities <ol style="list-style-type: none"> 1. Inventory Nonfiction 2. Weed Nonfiction section 3. Replace weeded books from Nonfiction section

Lost or Damaged Library Materials

In accordance with School Board Policy 2.21B(9), "If a student loses or damages library books that have been loaned to a student, the student shall be required to pay for the lost or damaged book.

Reconsideration of Materials

Students, teachers, parents, and stakeholders may challenge materials that are part of the school library media collection. The media specialist will follow the Challenge Policy outlined in School Board Policy 8.1205 and complete form PBSB 1113 when materials are challenged.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

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.

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

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. 14 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 15

Appendix C:

Policy 8.12 - Selection of Library Media Center Materials, Classroom Library 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. 15 16
- 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 PBSB 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 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)."

ii. Require consultation of reputable, professionally recognized reviewing periodicals, if available after a documented diligent search, and school community stakeholders.

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." 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

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 [6] 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.

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.

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.

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. 19 20 A

Appendix D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed March 20, 2024)

Appendix E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 20, 2024)