

# **FY25 COLLECTION DEVELOPMENT POLICY**

**Loggers' Run Middle School**

**FY25 Collection Development Policy**

*Mrs. Rachel Caselle*

*Certifications*

*Elementary 1-6*

*Educational Media Specialist PK-12*



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## **Purpose of Collection Development Policy**

### **SECTION I. PURPOSE / PHILOSOPHY:**

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" ([www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm](http://www.ala.org/ala/oif/statementspols/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 Loggers' Run Media Center in the selection, acquisition, evaluation, and maintenance of the library media center materials. The collection development policy 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 Loggers' Run Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes. As we are implementing Florida Standards our goal is to provide resources to accommodate student and teacher needs with appropriate resources.

The Media Center materials are available to all 6-8th grade students in the school without exception. Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the required materials at the time of need.

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 21<sup>st</sup> Century Learner, FAST/B.E.S.T. (Grades 6-8), EOCs and Florida Standards.

The Library Media Center ensures that students, parents and staff have access to reference tools at all times. The district's electronic reference catalog is maintained by the Department of K-12 Instructional Materials and Library Media.

The Media Center is open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Furthermore, inter-library loan is available.

## **Background Statement & School Community**

### **II. PROFILE / IDENTIFICATION OF USERS:**

The Loggers' Run Media Center serves approximately 1,111 students in grades 6th through 8th, faculty, staff, and parents. Loggers' Run Community Middle has a variety of Choice Programs including Performing Arts, Pre-Culinary, Pre-Law, and Pre-Medical Sciences. More information can be found on the Gold Report link.

[https://www2.palmbeachschools.org/dre/gold\\_names/](https://www2.palmbeachschools.org/dre/gold_names/)

### **SCHOOL MISSION STATEMENT:**

Loggers' Run Middle School is dedicated to working collaboratively with all stakeholders in order to provide a safe and nurturing learning environment where all students can realize and achieve their utmost potential through a challenging and motivating curriculum. We believe it is our responsibility to encourage diverse educational opportunities in an inclusive setting whereby all students become literate, practical citizens of a global society.

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

**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 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;
- 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.

### **III. LIBRARY MEDIA CENTER MISSION STATEMENT:**

Loggers' Run Middle School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. 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:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum
- provide a learning environment which promotes inquiry
- stimulate intellectual curiosity
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources

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

- identify, plan, and use resources
- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

### **IV. LIBRARY MEDIA CENTER PROGRAM**

At Loggers' Run Middle School, the library media center is on an open schedule to grades 6-8th. The media center is only closed for state-wide testing or special events. Foremost, among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful informative literacy lesson plans that integrate Florida Standards and AASL Standards Framework for Learners standards into classroom learning. This year at Loggers' Run Middle School, the library media specialist will implement the Florida B.E.S.T (Benchmark for Excellent Student Thinking) for all grades.

The library is open (Flexible-Scheduling) throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent

research documents improve student learning gains when the library media center is available to the student at the point of need.

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 6-8 beginning SY 2025-2026. All 6-8 students participate in voting for their favorite Sunshine State Book every April. The Media Center initiates school- wide events for Read Across America and Celebrate Literacy Week. All students in grades 6-8 participate in an Hour of Code, Digital Citizenship lessons, and continue to work with coding via various coding websites.

## **V. ANNUAL GOALS:**

**Goal 1:** To increase the student use of books and materials

Objectives:

- Collaborate with students to acquire material that support their personal and academic Interests.
- Genrification of our Media Center.
- Use our display shelves to feature text which supports both the curriculum and students' interest.

**Goal 2:** To inventory and update Non-Fiction and Biographies

Objectives:

- To weed and replace outdated materials; focusing on 900s and Biographies.
- To weed materials based on the significance to the reader, focusing on items which have never been circulated or have not been circulated for long periods of time.

**VI. BUDGET GOALS:**

Loggers' Run Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula to disperse the appropriated funds. It is expected that the budget for 2024-2025 will be similar to the school year of 2023-2024 budget line as follows:

<b><i>School Based Operating Budget</i></b>	<b><i>FY24 Budget</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 55110 - Media Supplies</i>	\$616.13	\$
<i>Account 561100 - Media Books</i>	\$814	\$
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number</i>	\$167.01	\$
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1991	\$

- 5.1700.00 Internal Account
- Project 3070 State Library Media Allocation  
(purchase books and ebooks)
- Project 8430 Capital Funds for Destiny Project

Library Media Center is intending to supplement its school-based operating budget with an Internal Account, which is funded through the Spring and Fall Scholastic Book Fairs. These funds are used for the same line items that are listed within the School-Based Operating Budget.



## **SCOPE OF THE COLLECTION**

Loggers' Run Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education. 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 which provides 24/7 access for students.

Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system. 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.

The average age of our collection at Loggers' Run Middle School is 1996. Our entire collection of books at Loggers' Run Middle School is 10,630. Our eBook collection has 445 books available and the average age is 2014. (Titlewave orders for this year have been made so calculations are going on the current Destiny report.

In selecting new books, we ensure that the books are supported by the Florida Standards, school curriculum, and goals of the School Improvement Plan. All books must also have two professional reviews.

## **Equipment**

We have eight DELL Model Optiplex 7010 working computers for student/teacher use as well as a printer that can be used to print out documents or student work. That printer was purchased using 8430 funds.

## **COLLECTION DEVELOPMENT:**

**Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Loggers' Run Middle School Media Center materials collection is a primary function of the Media Center's mission.**

**Collection Development at Loggers' Run Middle School is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.**

## **Selection and Evaluation Criteria**

### **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 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](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 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.









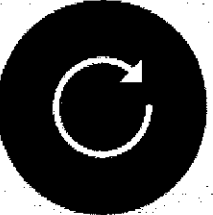


## **Removal of Materials**

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.

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.

			
<p><b>10,630</b> Items in the Collection</p>	<p><b>21.2</b> Items per Student</p>	<p><b>39%</b> Fiction Titles in the Collection</p>	<p><b>43%</b> Percent of nonfiction in the collection</p>
<p>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</p>			
	<p><b>1996</b> Average Age of the Collection</p>	<p><b>76%</b> Aged Titles</p>	<p><b>6%</b> Newer than 5 Years</p>
<p>Library media resources should be representative of the school.</p>		<p>Social-Emotional Learning (SLL) library media resources can contribute to character development.</p>	
			
<p><b>33%</b> Representative Titles in Collection</p>	<p><b>1999</b> Representative Titles Average Age</p>	<p><b>28%</b> SLL Titles in Collection</p>	<p><b>2004</b> SLL Titles Average Age</p>

## 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	27	2002
Philosophy & Psychology	30	1996
Religion	43	1992
Social Sciences	444	1996
Language	21	1991
Science	484	1993
Technology	707	1993
Arts & Recreation	707	2005
Literature	189	1991
History & Geography	1,840	1991
Biography	1,625	1994
Easy	5	2002
General Fiction	4,181	2001
Graphic Novels	409	2013

## **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 and COLLECTION MAINTENANCE:**

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

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to insure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be discarded in recycling bins to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students or teachers for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2)

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



## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Update Biographies</li> <li>• Update Non-Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction (000-200)</li> <li>• Non-Fiction (300-600)</li> <li>• Non-Fiction (700-900)</li> </ul>
2025-2026	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Add more Graphic Novels</li> <li>• Add more Holiday/Religion Books</li> <li>• Add more Historical Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Graphic Novels</li> <li>• Reference</li> <li>• Biographies</li> </ul>
2026-2027	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Update Reference</li> <li>• Add Bi-lingual literature</li> <li>• Update Arts (700s)</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• TBD</li> </ul>

### Reconsideration of Materials

SCHOOL BOARD POLICIES 8.12 AND 8.125

The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.1205.

### 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.

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

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

### B: Intellectual Freedom Statement

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

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

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

### C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

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

### 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)

### E: Specific Material Objection Form

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

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