



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

1. Per SBE Rule: 6A-7.0715, "The primary objective of the library media center" is to "implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view."
2. **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 and State law. 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.
3. Per HB 5101 (2023), which created this definition in Fla. Stat. § 1006.28 (1) (a) 3, "Library media center means any collection of books, eBooks, periodicals, or videos maintained and accessible on the site of a school, including in classrooms."
4. **Reading List Materials** -- Reading list materials are recommended or assigned materials school-wide or grade level.
5. **Purpose** -- The Board believes that the selection of library media materials and reading list materials is within its jurisdiction pursuant to relevant statutes, rules, and constitutional provisions. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
 - a. Promote the development of lifelong reading habits and information literacy skills in students.
 - b. Provide a broad background of information resources in areas of knowledge.

- c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments.
 - d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
 - e. Support the professional needs of teachers and administrators.
 - f. Introduce new instructional technologies into the learning environment.
6. **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.
- a. 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.
 - b. 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.
7. **Use of Library Media Materials Allocation** -- School principals are responsible for ensuring that operating budget and state 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.
8. **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.

9. **Selection**-- 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, who has completed the required training provided by the State, regardless of whether the book is purchased, donated, or otherwise made available to students." This training must be completed annually (SBE Rule 6A-7.0715).

Employees holding a valid educational media specialist certificate (with the required FDOE in the Library Media Training) 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 criteria outlined below, as appropriate for the media type.

Per SBE Rule 6A-7.0715, "School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, entitled Library Media Training, before selecting library materials." These persons must complete this training before reviewing and selecting age-appropriate materials, reading list materials, and library resources.

- 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. SBE Rule 6A-7.0715, in the Library Media Training, contains information describing what is considered pornography and harmful to minors. Sexual conduct is defined in Fla. Stat. § 847.001(19).

c. Additionally, as stated in Fla. Stat. § 1006.34 (2) (b)," In the selection of ...library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:

- i. The age of the students who normally could be expected to have access to the material.
- ii. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the

curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92.

- iii. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
- iv. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.

Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school.

- d. "SBE Rule 6A-7.0715, in the in the Library Media Training, also states:
 - i. "Choose materials that address the reading levels, special curricular needs, and programs of your school/district."
 - ii. Evaluate school academic organizational needs to include, but not be limited to: School mission and vision; School performance or improvement plan; Specialized curriculum needs such as those for career or technical courses; School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and Material to supplement the state-approved, district-adopted core curriculum.
 - iii. Factors to consider for any material include Avoiding unsolicited theories that may lead to student indoctrination.
- e. The School Board has adopted "procedures for developing library media center collections" and shall "post the procedures" on each school's website within the District.
- f. Each elementary school¹ must "publish on its website, in a searchable format prescribed by the [Florida Department of Education (FDOE)], a list of all materials maintained and accessible in the school library media center or a classroom library or required as part of a school or grade-level reading list."
- g. Per HB 1069 (2023) in Fla. Stat. § 1006.28, the School Board "shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library."
- h. Per Fla. Stat. § 1006.28 (2) (d), these procedures for developing library media center collections must and do:
 - i. "Require that book selections meet the criteria in s. 1006.40(3) (d)."²

¹ The District relies on the definitions of an "elementary school" and "elementary school grade level" as stated in SBER 6A-7.0713 Elementary School Website Listing of Library Materials and Reading Lists.

² Former Fla. Stat. §1006.40(3)(d) now (c) 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 3. Appropriate for the grade level and age group for which the materials are used or made available."

- ii. Require consultation of reputable, professionally recognized reviewing periodicals³, and school community stakeholders. ⁴

The District shall rely on any State Board of Education Rules, to determine what is age appropriate. See SBE Rule 6A-7.0715, in the Library Media Training, for a description of what constitutes Materials Prohibited by Fla. Stat. § 847.012 (harmful to minors). Sexual conduct is defined in Fla. Stat. § 847.001(19).

This Library Media Training also states: "it must be clear that a book depicting nudity, sexual conduct, or sexual excitement does **not** meet the tenets of "Harmful to minors" (s. 847.001, F.S.), which are:

- (a) Predominantly appeals to a prurient, shameful, or morbid interest;
- (b) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and
- (c) Taken as a whole, is without serious literary, artistic, political, or scientific value for minors.

³ These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, , such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog. Also, SBE Rule 6A-7.0715, in the in the Library Media Training, states to "consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List, and that selection "should consider the consultation of crowd-sourced reviews."

⁴ Per SBE Rule 6A-7.0715, in the training for media specialists, stakeholders must include parents.

Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at <http://l.sdpbc.net/luluc> then click on Active LMS Book Orders. On the date of the requested purchase or acceptance of library media center materials after media specialist review, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Board Policy 1.097). The message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments. The members will be asked to provide comments to the district email address below and to send the information to persons in the community who are not committee members. In addition, there will be a standing item on this committee's agenda for all meetings relating to input on the new materials under consideration. Stakeholders with questions, comments, 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. If a

- iii. "Provide for library media center collections, including classroom libraries, based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty."
- iv. "Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to subparagraph (a) 2." ⁵
In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The basis for the removal shall be documented.
Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.

10. Additional Selection Criteria

- a. The following may be considered in the selection process but must be consistent with Florida law requirements stated above and in SBE Rule 6A-7.0715 Certifications and Plans for Instructional Materials and Library Media. Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph 9.
- b. 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.
- c. 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

concern is raised about any item on an order, that order may be discussed at an Academic Advisory Committee meeting or reviewed and considered by District staff.

⁵ Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials, Supplemental Classroom Materials, Classroom Library Materials, and Reading Lists.

Development Plan to enhance their individual library programs that align to the District required components⁶. 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.

- d. The SBE Rule 6A-7.0715 Certifications and Plans for Instructional Materials, in the Library Media Training, suggests a balance of fiction and non-fiction.
- e. 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.
- f. 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.
- g. Additional criteria, again if consistent with Florida law requirements, that may be used in evaluating and selecting all materials (although copyright and graphic novels are mandatory criteria) 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.

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.

- 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 capture and hold the student's attention.
- xi. TECHNICAL QUALITY -- Sound is clear and audible and 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.

11. Compliance

- a. Per Fla. Stat. § 1006. 28 (4) (f), "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 and notifying parents of the process for objecting to the use of specific materials."
- 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.
- c. Per Fla. Stat. § 1006.29 (6), no later than July 1 of each year, the Superintendent must certify to the FDOE that all school librarians and media specialists employed by the District have completed the FDOE

online Library Media Training, program. The certification form is incorporated in SBE Rule 6A-7.0715.

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 (8), (9), (13), & (19)(a); 1001.43(2), (3) & (5); 1006.28; 1006.29; 1006.34; 1006.40; 1006.41; 847.012; SBE Rule 6A-7.0715; SBER 6A-7.0713

HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/22; 11/14/23

RELATED POLICIES:

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

Procedures for Developing Library Media Center 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. Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training currently available as incorporated in State Board of Education Rule 6A-7.0715. The training must be completed annually.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSB 2671 to solicit additional input.
5. Consultation with stakeholders is required, which is accomplished by the following, after a media specialist review:
 - 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 (Board Policy 1.097). The message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments.
 - c. The members will be asked to provide comment to the District email address below and to send the information to persons in the community who are not committee members. In addition, there will be a standing item on this committee's agenda for all meetings relating to input on the new materials under consideration.
 - d. Stakeholders with questions, comments, or concerns are directed to the following email address, librarymediaservices@palmbeachschools.org, to send their feedback for review by the District Library Media Services for consideration.
 - e. 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. If a concern is raised about any item on an order, that order may be discussed at an Academic Advisory Committee meeting or reviewed and considered by District staff.

Criteria for Selection:

1. The primary objective of the library media center" is to "implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view."
2. Book selections must meet the criteria in s. 1006.40(3) (d)."¹
3. In developing library media center collections consultation with reputable, professionally recognized reviewing periodicals is required These periodicals are print or non-print media including video footage that has been favorably reviewed by two or more professional sources, 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. Additionally," In the selection of ...library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:
 - a. The age of the students who normally could be expected to have access to the material.
 - b. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in [s. 1003.41](#) and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under [s. 1004.92](#).
 - c. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.

¹ 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 3. 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, to determine what is age appropriate.

See SBE Rule 6A-7.0715, in the Library Media Training, for a description of what constitutes Materials Prohibited by Fla. Stat. § 847.012 (harmful to minors). Sexual conduct is defined in Fla. Stat. § 847.001(19).

SBE Rule 6A-7.0715, in the training for media specialists, "it must be clear that a book depicting nudity, sexual conduct, or sexual excitement does not meet the tenets of "Harmful to minors" (s. 847.001, F.S.), which are: (a) Predominantly appeals to a prurient, shameful, or morbid interest; (b) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and (c) Taken as a whole, is without serious literary, artistic, political, or scientific value for minors.

- d. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.”
5. Further, schools shall:
 - a. “Choose materials that address the reading levels, special curricular needs and programs of your school/district.”
 - b. Evaluate school academic organizational needs to include, but not be limited to: School mission and vision; School performance or improvement plan; Specialized curriculum needs such as those for career or technical courses; School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and material to supplement the state-approved, district-adopted core curriculum.
 - c. Factors to consider for any material include avoiding unsolicited theories that may lead to student indoctrination.
6. Library media center collections, including classroom libraries, will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
7. Selection should include: “consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List, and that selection “should consider the consultation of crowd-sourced reviews.”
8. Subject to the required statutory criteria stated above, the following additional selection criteria may be considered if not contrary to and are consistent with Florida law requirements stated above:
 - 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. 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 and State law. Library media materials are to represent the diverse cultures, ethnic groups, languages, and religious beliefs of the community and are free of bias, stereotypes, distortions, and prejudices.
- e. 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.
- f. Other criteria that may be used in the selection process, again if not contrary to and are consistent with Florida law requirements, include:

- i. EDUCATIONAL SIGNIFICANCE -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
- ii. APPROPRIATENESS -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.
- iii. ACCURACY -- Nonfiction information is correct, recent, and objective.
- iv. LITERARY MERIT -- Fiction that has a noteworthy plot, setting, characterization, style, and theme.
- v. SCOPE -- Content is covered adequately to achieve its intended purpose.
- vi. AUTHORITY -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- vii. SPECIAL FEATURES -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- viii. TRANSLATION INTEGRITY -- Material translated from one language to another maintains the stylistic characteristics of the original.
- ix. ARRANGEMENT -- Concepts are presented in a logical sequence and in a way that assures learning.
- x. TREATMENT -- Typeset, visuals, style, and/or medium capture and hold 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 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 relevancy to curriculum, out-of-date content, and required removal as stated within School Board 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. This Policy states the basis for asserting objections as well as the process for asserting them, starting with an informal writing stating the objection to the school and if dissatisfied with the result, filing with the school a formal objection with the form on the District's website, and, then an appeal process to the Superintendent and the School Board.
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.

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 and notifying parents of the process for objecting to the use of specific materials.
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.

The School Collection Development Plan will include the 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.