

*“What a school thinks about its library is a measure of what it
thinks about education.”*

Harold Howe
Former U.S. Commissioner of Education



**FY25 COLLECTION
DEVELOPMENT
POLICY**

WOODLANDS MIDDLE SCHOOL
Keisha Harrington

Certified Educational Media Specialist

**Woodlands Middle School
FY24 Collection Development Policy**

Date Drafted: *May 5, 2024*

Date Approved by Administration: *May 8, 2024*

Signatures:



Keisha Harrington, *Certified Educational Media Specialist*

keisha.m.harrington@palmbeachschools.org



Mrs. Kuras, *Principal*

jenifer.kuras@palmbeachschools.org

Table of Contents *Page #*

Purpose Statement	3
Background Statement & School Community	4
School Mission Statement	5
Media Center Mission Statement	6
Responsibility for Collection Management Development	7
Library Program	9
Goals and Objectives	11
Budgeting and Funding	13
Scope of the Collection	15
Equipment	16
Collection Development	17
Selection Evaluation and Criteria	18
Analysis of the Collection	24
Gifts and Donations	26
Collection Maintenance & Lost or Damaged Materials	27
Strategic Focus – Weeding & Acquisitions	28
Reconsideration of Materials	30
Appendix A - Library Bill of Rights	31
Appendix B - Intellectual Freedom Statement	32
Appendix C - Board Policy 8.12	33
Appendix D - Board Policy 8.1205	34
Appendix E - Specific Material Objection Form	35

Purpose of Collection Development Policy:

In order to carry out the mission of the school and the library media center at Woodlands Middle School, the personnel will develop and maintain collections that meet the needs of a growing diverse school population.

SDPBC Policy 8.12 (6.a) stipulates “Each school shall, in conjunction with the “Library Bill of Rights”) 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 a statement of the principles and guidelines used by the Woodlands Middle School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center’s policies to faculty, staff and students and other interested stockholders of the school community.

This document is fluid. Changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

School Community Profile/ Identification of Users:

The users of Woodlands Middle School Library Media Center come from grades 6th through 8th in addition to the faculty, staff and parents of that community of users. According to [the Gold Report](#), Woodlands Middle School has a culturally and ethnically diverse student population representing different economic backgrounds. In addition, the Woodlands Middle School Library Media Center supports the unique curricular needs of the ESE and ESOL.

Woodlands has [four academies](#) and an **AVID program**. **Cambridge, Pre-Culinary, Pre-Information Technology, and Pre-Medical**. [Pre-Medical is in-house, available only for students residing in our attendance boundaries].

In 2022-2023. Woodlands has started implementing the [RCA House System](#), designed to celebrate student efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging.

As of March 18, 2024, Woodland Middle School serves the following **1234** students:

Woodland Student Population:

Race & Ethnicity

- White: 476
- Asian: 46
- Black: 335
- Hispanic: 328
- Mixed: 48
- Native Pacific Islander:

Dominate Languages Spoken

- English
- Spanish
- French Creole

Woodlands Middle School Mission Statement:

Our mission at Woodlands is to connect with, support and accelerate each of our scholars to succeed and serve.

Woodlands Media Center Mission Statement:

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the informational and instructional programs of the school. It supports both students and teachers. The overall mission is to bring people and ideas together. The media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry;
- stimulate intellectual curiosity;
- encourage pleasure reading - covering a wide range of subjects and reflects diverse points of view and student ability levels;
- deliver information through various formats such as print, non-print, visual, auditory, verbal, concrete, and abstract;
- develop diverse interest 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.

Responsibility for Collection Management Development :

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The primary goal of the Woodlands Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- size of collection
- average age of collection and
- access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA /AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills;
- International Society for Technology in Education (ISTE)
- National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional

Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is open every day to students and/or faculty who are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district wide-wide electronic subscription databases.

Library Media Center Program:

At Woodlands Middle School, our library media center program is designed to support both students and teachers. We offer a variety of resources and services to enhance instructional lessons and provide access to information. Here's what our program looks like:

- **Instructional Support:** The Library Media Specialist (LMS) is available to collaborate with teachers and provide assistance in gathering resources and materials. The LMS also provides instruction in information literacy skills, instructional methodologies, and educational technology applications. LMS works closely with language arts, social studies, AVID, and our Academy programs to support their unique needs.

National standards for school library media center programs are needed to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning.

At Woodlands Middle School the library media specialist uses Blender as a mechanism 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.

The Department of Instructional Materials and Library Media Services oversees lesson plans that are uploaded to Blender software on the district's main web page. Lesson plans are designed to be collaborative lessons with emphasis on supporting the Information and Media Literacy Sunshine State Standards embedded in Language Arts.

- **Student Access:** Our library is open in the mornings for students to return or check out books, use computers, study, work on homework or projects, and play academic games. etc. Students may also visit the library during the school day with permission from their teacher. Teachers are encouraged to bring their entire class to the library during the regular school day. A daily **school calendar** is provided to all teachers and staff.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. A flexible schedule is used throughout the year.

- **Media Production:** Our production room is fully equipped and available for use by all school staff, but specifically for our Media Production class.
- **Reading Programs:** Woodlands Middle School will participate in Sunshine State Young Reader Awards by making available the books on the list and organizing the voting. The SSYRA program can be accessed at <http://myssyra.org/> . The District has a **Battle of the Books** competition for students to participate in.

Goals & Objectives for FY25:

Goal 1: To increase circulation and enthusiasm for reading.

Objective 1: To work closely with the ELA department to create reading incentives based on the Sunshine State Young Readers Award Program, and to plan successful Literacy Week activities.

Objective 2: To utilize our morning announcements and WMS for promoting reading the “First Chapter Fridays,” and “Unboxing” ceremonies for new book arrivals.

Objective 3: To form a group of student advisors that meet monthly to formulate and discuss plans and ideas for promoting reading.

Goal 2: To increase funding for the middle school media center.

Objective 1: To develop a comprehensive fundraising plan that includes seeking donations from local businesses, organizing book fairs, and applying for grants that support literacy initiatives.

Objective 2: To increase student and parent involvement in fundraising efforts by establishing a student-led library club that will plan and execute fundraising events, such as a read-a-thon, bake sale, or silent auction. Additionally, we will explore online fundraising options that can involve the wider community in supporting the library media center.

Goal 3: Enhance Technological Infrastructure and Resources in the Library Media Center

Objective 1: Upgrade library technology to support modern learning needs and preferences.

- Strategy: Invest in new computers, tablets, and software applications to facilitate research, collaboration, and digital creation.
- Strategy: Provide training sessions for students and staff on how to effectively utilize new technologies for learning and research purposes.

Objective 2: Expand access to digital resources and online databases.

Budget Goals & Funding:

Woodlands's Library Media Center is given a school-based operating budget each year. This is the expected 2023-2024 budget:

School Based Operating Budget	FY24 Budget	FY25 Budget
<i>Account 55110 - Media Supplies</i>	\$1,500	\$1,500
<i>Account 553420 - Media Subscriptions</i>		
<i>Account 561100 - Media Books</i>		\$700
<i>Account 562230 - Media A/V Equipment</i>	\$1,500	\$1,000
Fundraising/ Grants		
<i>Account 5-1700.00 -Fundraising</i>	\$4000	\$3,000
State Media Allocation		
<i>Account 556110 (program 3070) - Media Books</i>	\$2,795	\$2,439

As part of the library's budget allocation process, FY23-24 CATEGORICAL FUNDS FOR LIBRARY MEDIA CENTERS (***State Media Funds 3070***) for purchase of library materials/resources are allocated for the following:

- Purchases must be for library books, eBooks or electronic media, database subscriptions, and/or periodicals.
- Materials should adhere to the **District's Selection Policy 8.12**.
- eBooks must be purchased from vendors who provide catalog records and are therefore visible in Destiny Library Manager

Approximate Purchasing Plan	
Purpose	Amount
<i>Furniture</i>	\$6,000
<i>Books</i>	\$2,700
<i>Software Subscription</i>	\$1,000
<i>Computer Hardware</i>	\$1,000
<i>Supplies</i>	\$1,000
<i>Equipment</i>	\$2,000
Total:	\$11,700

Scope of Collection:

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

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

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

Equipment:

The Media Center has a range of equipment for student and staff use in the media center and designated workroom areas. This includes copiers, a computer lab, two projectors with screens, a laminator, a poster maker, etc. Please note that we do house a TV production studio within our media center, but it is used as a classroom each day. Basic production supplies such as rechargeable batteries, staples, and paper clips are provided, along with digital media production equipment. LMC staff and volunteers are available to provide production room assistance and services.

Collection Development:

Collection development is a crucial process in providing high-quality materials and resources for the library media center. Its primary objective is to ensure that the collection meets the academic and personal interests of the students by offering a variety of information sources in sufficient quantity. The media specialist spearheads this process, working collaboratively with stakeholders such as administrators, teachers, students, and parents to make informed decisions about the materials to be included. The ultimate aim is to create a diverse and engaging collection that supports the educational objectives of the school and enriches the learning experience of the students.

Selection Evaluation & Criteria:

The District-Wide Procedures for Selecting and Developing Library Collections are guided by the School Board Policy on Selection, which outlines the criteria for evaluating and selecting materials for inclusion in the library collections. These criteria include the relevance of the material to the curriculum and educational objectives, the accuracy and currency of the information, the appropriateness of the content for the intended audience, and the literary or artistic merit of the work. Additionally, materials should represent diverse perspectives, cultures, and experiences, and should not promote discrimination, stereotypes, or intolerance.

To ensure that the selection process is comprehensive and informed, we will use multiple professional review sources to evaluate potential materials. The first review source we will utilize is the [School Library Journal](#), which offers professional reviews and ratings based on a range of criteria, including educational value, literary quality, and potential appeal to readers. The second review source is [Booklist](#), which provides expert reviews and ratings of books and other materials for children and young adults, with a focus on literary quality, accuracy of information, and relevance to the intended audience. Lastly, we will also use [Kirkus Reviews](#), which offers in-depth reviews and ratings of books, with a focus on literary quality, relevance to the intended audience, and potential impact on readers.

By using multiple reviewing tools, we can gather a range of perspectives and ensure that the selection process is thorough and objective. This approach will enable us to make well-informed decisions and ensure that the library collections are diverse, engaging, and appropriate for the District's students and community. The use of these professional review sources, in conjunction with the School Board Policy on Selection, will help us to create a critical thinking process that is grounded in research, analysis, and careful consideration of the materials available.

a. "In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select

print and nonprint materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. 847.012, criteria “xvi” and “xvii” below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials

i. PROFESSIONAL REVIEWS. – Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/ or Children’s Catalog.

ii. EDUCATIONAL SIGNIFICANCE.- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.

iii. APPROPRIATENESS. – Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.

iv. ACCURACY. – Nonfiction information is correct, recent, and objective.

v. LITERARY MERIT.- Fiction that has a noteworthy plot, setting, characterization, style and theme.

vi. SCOPE. – Content is covered adequately to achieve its intended purpose.

vii. AUTHORITY.- The author, editor, or producer has a superior reputation for producing materials of this nature.

viii. SPECIAL FEATURES. – The item has maps, charts, graphs, glossaries, and/or other learning aides that support the content, are unique or are valuable.

ix. TRANSLATION INTEGRITY. – Material translated from one language to another maintains the stylistic characteristics of the original.

- x. ARRANGEMENT. – Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT. – Typeset, visuals, style, and/or medium captures and holds the student’s attention.
- xii. TECHNICAL QUALITY. – Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. - Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. – Items have particular timeliness or popular appeal.
- xv. DURABILITY. – Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY. – No books or other material containing hard-core pornography or otherwise prohibited by **Fla. Stat. 847.012** shall be used.
- xvii. [COPYRIGHT.- Supplemental instructional materials and library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in [District School Board Policy]*”

Other reputable, unbiased, professional reviewing sources used for selection include:

- Book Talks
- Book Reports
- Bulletin for the Center for Children’s Books
- Junior High School Library Catalog
- Senior High School Library Catalog
- Books for Secondary School Libraries
- Online-Offline
- T.H.E. Journal
- Home PC

Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to Woodlands Middle School Library Media Center users on the school **district's wide area network (WAN)** are selected using similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

District-Wide “Procedures for Selecting & 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 monitoring categorical and capital budgets allocated for library programs, and
- 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.

Analysis of the Collection:

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.

			
6,692 Items in the Collection	5.1 Items per Student	50% Fiction Titles in the Collection	35% 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	54% Aged Titles	8% 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.	
			
42% Representative Titles in Collection	2005 Representative Titles Average Age	41% SLL Titles in Collection	2007 SLL Titles Average Age

Collection Analysis by Category:

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	51	2005
Philosophy & Psychology	33	2010
Religion	58	1999
Social Sciences	463	2006
Language	4	2000
Science	274	2006
Technology	308	2009
Arts & Recreation	500	2010
Literature	132	2000
History & Geography	518	2002
Biography	546	2004
Easy	2	2006
General Fiction	3333	2005
Graphic Novels	379	2008

Gifts & Donations:

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the **SDPBC 8.12** selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if needed with the Library Media Advisory Committee assigned to provide oversight to the library media program.

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 simply because they were donated. All gifts and donations must follow the same processes as new book orders.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "new."

Collection Maintenance:

As per [Board Policy 8.12 \(8\)](#), an inventory of the library media center's collection will be completed on a three-year rotation. This means that each year, a different category of materials will be evaluated to ensure that they are up-to-date, accurate, and relevant to the intended audience. To provide clarity and continuity, we have established a rotation plan that specifies which category of materials will be evaluated in each year. *For instance, in 2021, the inventory will focus on Fiction, in 2022 on Easy materials, and in 2023 on Non-fiction.* By adhering to this rotation plan, we can ensure that the entire collection is reviewed regularly and that any necessary updates or replacements are made in a timely manner. Additionally, this plan provides a roadmap for future media specialists to continue the inventory process seamlessly.

Lost or Damaged Library Materials:

As per [School Board Policy 2.21B\(9\)](#), if a student loses or damages District property, including library books and textbooks loaned to them, they are obligated to cover the costs, replace, or repair the said property. Consequently, if a student misplaces or damages a library book, they are accountable for its replacement or reimbursement. In the case of replacement, the student must ensure that the substitute book is of equivalent quality to the one borrowed. For instance, if the original book is a paperback, the replacement must also be a paperback. Similarly, if the original is a hardcover or library-bound book, the replacement must match that format. Additionally, students are expected to cover expenses for any lost or damaged textbooks.

Strategic Focus - Weeding & Acquisitions:

School Year	Strategic Focus
<p>2023-2024</p>	<p style="text-align: center;">Selection Priorities</p> <ol style="list-style-type: none"> 1. Non-fiction 2. Fiction 3. Easy <hr/> <p>The entire <i>Media Center</i> was weeded this year. Non-fiction was inventoried.</p>
<p>2024-2025</p>	<p style="text-align: center;">Selection Priorities</p> <ol style="list-style-type: none"> 1. Fiction 2. Non-fiction 3. Easy <hr/> <p style="text-align: center;">Inventory/Weeding Priorities</p> <ol style="list-style-type: none"> 1. Non-fiction 2. Fiction 3. Easy
<p>2025-2026</p>	<p style="text-align: center;">Selection Priorities</p> <ol style="list-style-type: none"> 1. Non-fiction 2. Fiction 3. Easy <hr/> <p style="text-align: center;">Inventory/Weeding Priorities</p> <ol style="list-style-type: none"> 1. Easy 2. Fiction 3. Non-fiction

Weeding & 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 reevaluation and systematic deleting of materials and equipment to ensure 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. One popular criteria for weeding is found in the CREW Manual. The Texas State Library has made the complete CREW Manual in PDF or HTML available via the Web at <http://www.tsl.state.tx.us/ld/pubs/crew/> .

Materials that are weeded can be disposed of in different ways. Keep in mind media that is obsolete or has misinformation should be discarded in recycling bins to prevent inaccurate from being shared. Other materials can be disposed of by:

- a. Giving them to students 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, busses, 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)**.

Reconsideration of Materials:

Citizens have rights to challenge instructional and library materials. In the event of a challenge by a citizen of Palm Beach County, personnel at Woodlands Middle School will follow [SDPBC Policy 8.1205](#). The Woodland Middle School Library Media Center is committed to following the guidelines and procedures outlined in the **Palm Beach County School Board Policy 8.1205** on challenged materials. Any person wanting to challenge the materials housed within the school's media center can read **SDPBC Policy 8.1205** and fill out form **PBSD 1113** located in Appendix E.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

APPENDICES

Appendix A:

Library Bill of Rights

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

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

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f89

Appendix 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

Appendix 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)

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:

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

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