

LIBRARY MEDIA PROGRAM COLLECTION DEVELOPMENT POLICY

DISCOVERY KEY MISSION STATEMENT

Discovery Key Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible and productive lives.

LIBRARY MEDIA PROGRAM MISSION STATEMENT

The Discovery Key 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 and;
- * 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.

AUDIENCE

Discovery Key Library Media Center serves 1,073 students in grades kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Discovery Key has a culturally and ethnically diverse student population representing different economic backgrounds and includes 491 Caucasian, 327 Hispanic, 150 African-American, 60 Asian/Pacific Islander, 43 Multi-Racial, and 2 Native American students.

48.2% of the students qualify for Free or Reduced Lunch. Discovery Key serves the needs of Exceptional Student Education in six classrooms which are designed to serve the needs of students on the Autism Spectrum (ASD).



**PURPOSE AND
PHILOSOPHY**

The purpose of the collection development policy is to guide the selection acquisition and weeding of library media materials to support teaching and learning at Discovery Key. The goal of the collection development policy is to insure that students and teachers have access to an organized and centrally managed collection of instructional materials and the technologies necessary to support those materials.

This collection development policy is a statement of the principles and guideline used by the DKES 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, students, and staff and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies. 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.

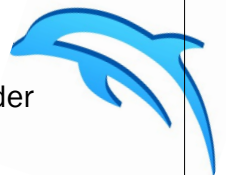
The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The primary goal of the 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:

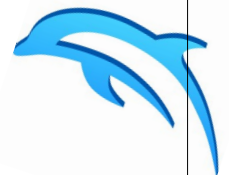
- * Size of collection;
- * Average age of collection and
- * Access to the collection

The electronic catalog of resources for the school and 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. Specifically, MackinVIA is used for students to access ebooks.

The media center of Discovery Key provides ongoing services that transcend the tenure of any single individual. To this end, the media department oversees, review and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.



HOURS	<p>The library is open every day that students and/or faculty are in attendance. Students have access to the library every instructional day during Open Media. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through other district schools, Destiny and the pony delivery system.</p>
SCOPE OF THE COLLECTION	<p>The collection development is focused on the curriculum of Discovery Key Elementary 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 DKES is arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases.</p> <p>The term “collection” refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. The minimum size of the collection will be 10 books per student. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the collection. Emphasis will be placed on collecting and updating materials in the 500’s and 600’s as needed to support the academic focus of the curriculum.</p> <p>When evaluating items for consideration, the media specialist will use the following guidelines:</p> <ul style="list-style-type: none">* Curriculum needs of students and teachers;* Personal and recreational needs of students;* Cultural diversity of the school community;* Physical and developmental needs of the students;* Quality and relevance of the resources and* Access to resources beyond the school. <p>All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection, and cost.</p>



ACQUISITIONNONFICTION BOOK SELECTION GUIDELINES

- * The vendor or publisher is of repute
- * Student and teacher requests
- * Florida Standards content topics
- * Textbook and instructional program correlations
- * Reputable bibliographies

FICTION BOOK SELECTION GUIDELINES

- * Reputable bibliographies
- * 2 or more reviews through Follett title search
- * Textbook and instructional program correlations
- * Database of Award-Winning Children’s Literature
- * American Library Association Website
- * Publisher’s Weekly Website, children’s section
- * Sunshine State Young Reader’s Award Books

EQUIPMENT SELECTION GUIDELINES

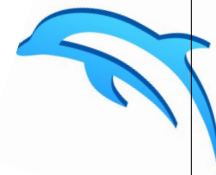
- * SDPBC bid list & approved vendors, computer equipment
- * With the flexibility of “P-card” purchasing, equipment under \$1000 will be purchased as needed through local and online vendors.

The media materials and equipment will be purchased according to District guidelines from authorized vendors. All media materials will be purchased processed and “shelf ready” whenever possible. All media materials will be processed and recorded in the library management system, Destiny.

The school-based budget is the main source of funding for the acquisition of media materials and equipment. Other sources of funds include: capital funds allotted by the school district, state categorical Funds, and private or PTA donations.

TYPES OF MEDIA FORMATS IN THE COLLECTION

1. Hardback Books
2. Paperback Books (weeding these titles to maintain robust collection)
3. Big books with associated materials such as figurines & story cards
4. Equipment
 - * Classroom audio-visual and computer equipment tracked and inventoried by our ITSA.
 - * iPads available for circulation.



PRESERVATION

- * Chromebooks 1-1 student ratio.
- 7. Downloadable ebooks
- 8. Magazines
 - * Student recreational reading.
 - * Science and social studies content development.
- 9. District Access Internet Resources: Found in student's portal.

PROCEDURE TO PROCESS AND CATALOGUE

Time: approximately 1 hour per item

- * Add barcode to lower left corner of cover or dust jacket
 - * Add volume to existing marc records in Destiny system
- If no marc record exists, pony to Library Media Services
- * Type and adhere call number to spine
 - * Add genre and topic labels to spine
 - * Laminate paper dust jacket with plastic

NUMBER OF BOOKS ALLOWED PER PATRON

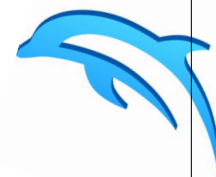
- * Staff—unlimited number, 1 month due date, extended indefinitely
- * Parents—10 books, 2 weeks
- * Kindergarten—2 books, 2 weeks
- * First Grade—2 books, 2 weeks
- * Second Grade—2 books, 2 weeks
- * Third Grade—3 books, 2 weeks
- * Fourth grade—4 books, 2 weeks
- * Fifth grade—5 books 2 weeks

(Additional books allowed by parent or teacher request)

CIRCULATION

CIRCULATION PROCEDURES

- * Follett Destiny software for library and textbook circulation
- * Overdue notices provided during fine arts rotation, as needed.
- * Every effort is made to collect outstanding books, especially when students move to new schools. However, obligations (fines, over dues) can be forgiven on a case-to-case basis. Due to the high number of lost books during the Pandemic, students can bring donated books to clear their account of the lost ones.



RESPONSIBILITY
FOR COLLECTION
MANAGEMENT

Palm Beach County Schools, through the professional library media staff at Discovery Key Elementary School, shall provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view, in English and in Spanish, to meet the needs of students and teachers.

Selection decisions are the responsibility of the Library Media Specialist with input from all staff members, under the ultimate authority of the principal and the school board.

INTELLECTUAL
FREEDOM

Discovery Key Elementary shall respect the principles of Fair Use and Free Access to Ideas as outlined in the following documents:

- * ALA Library Bill of Rights
- * ALA Freedom to Read
- * Use of Copyrighted Materials—School Board Policy 8.121

See Appendix B, page 18.

CHALLENGE
PROCEDURES

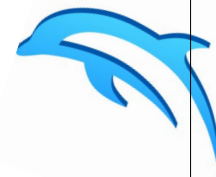
See School Board Policy “**8.1205 Challenge Procedures for Instructional Materials**” for the district approved steps for any citizen to ask for a reconsideration of an instructional item, such as a library book.

See Appendix D, page 25.

READING
COUNTS QUIZ
POLICY—SDPBC

Scholastic Reading Counts! is a commercial reading motivational program. The list of *Scholastic Reading Counts! Quizzes* spans reading material for grades K through 12 including beginning to adult readers. Titles on this list were selected by Scholastic Inc. not by the School District. Inclusion of a title on this list does not indicate a recommendation or endorsement of the book’s content by the School District of Palm Beach County. Certain books may not be age appropriate when the student is reading at an advanced level and may not meet District criteria within SDPBC Policy 8.12. Further, the *Scholastic Reading Counts!* quiz list of books should not be considered an exclusive reading list from which students must select their books to read. No school classroom or library media center has all the books found on the *Scholastic Reading Counts! Quiz list*. District purchased library media center and supplemental classroom instructional materials, on the other hand, adhere to the selection criteria found in SDPBC Policy 8.12.

See School Board Policy “**8.12 Selection and Disposition of Instructional Materials**” for the district guidelines for library media collection selection and management.



COLLECTION MAINTENANCE AND WEEDING

SELECTING MATERIALS FOR WEEDING

Obsolete and/or worn-out materials are withdrawn from the library collection due to the following factors:

- * Contains inaccurate information
- * Contents are outdated
- * No longer meets the current curriculum needs
- * Culturally biased
- * Mutilated/not repairable
- * Not circulated in 5 years

The weeding process is on-going as media staff identifies items that qualify for weeding. A thorough review cycle of the library media collection should occur every five years to ensure that the collection is current and in decent condition. Teachers and volunteers may recommend books for deselection, though the decision falls to the library media specialist.

Some vendors guarantee their books for life; damaged materials purchased from these vendors will be returned for replacement. Damaged books will be repaired to the point of inability to use. The media center will not rebind broken books beyond simple taping and gluing.

5 YEAR COLLECTION MAINTENANCE CYCLE

- * '22-'23 Weed all sections to determine state of collection
- * '23-'24 Weed Picture Books "Not Circulated" in 5 years
- * '24-'25 Weed Nonfiction by age and accuracy
- * '25-'26 Weed Fiction "Not Circulated" in 5 years

WITHDRAWAL PROCEDURE

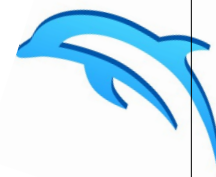
1. Identify item to be withdrawn according to policy criteria.
2. Update copies in Destiny; "track as weeded."
3. Remove or mark over barcode.
4. Write "DISCARD" inside the front cover.
5. Pony to Library Media Services.

REPLACEMENT POLICY

Lost and withdrawn library books will not be specifically replaced unless the title has a strong circulation with teachers and/or students.

EQUIPMENT WITHDRAWAL PROCEDURE

1. Identify equipment for weeding due to the following reasons:
 - * Broken beyond repair
 - * Obsolete
2. Complete Transfer of Properties Form, (PBSD 0082)
3. This process is often completed in coordination with the ITSA



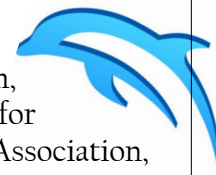
MAINTENANCE

District-Wide Procedures for Selecting and Developing Library Collections Who Makes the Selection

1. Each book made available to students through this School District's library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
2. In Here Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.
5. Consultation with stakeholders is required and is accomplished by:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
 - b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
 - c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
 - d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

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.



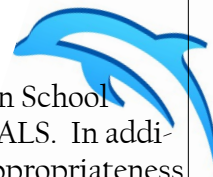
MAINTENANCE

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, 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 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;



MAINTENANCE

- 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, 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 students attention.
 - x. TECHNICAL QUALITY. Sound is clear/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/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.



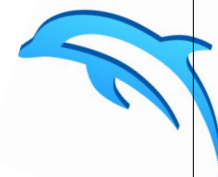
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Removal of Materials

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.



MAINTENANCE

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.

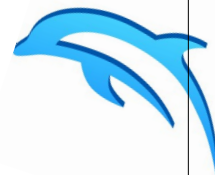
- * **17,171** Items in the Collection
- * **19.2** Items per Student
- * **4,660** Fiction Titles in the Collection
- * **38%** Percent of nonfiction in the collection

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
- * **58%** Aged Titles
- * **6%** 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.

- * **5,335** SLL Titles in Collection
- * **2006** SLL Titles Average Age

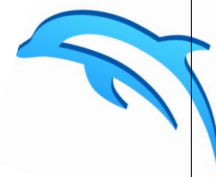


MAINTENANCE

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, Info. & General Works	173	2008
Philosophy & Psychology	44	2012
Religion	33	2001
Social Sciences	890	2002
Language	60	2002
Science	2,100	2005
Technology	765	2006
Arts & Recreation	1,188	2011
Literature	279	2003
History & Geography	1,030	2005
Biography	1,059	2004
Easy	4,245	2000
General Fiction	4,661	2008
Graphic Novels	655	2013



INVENTORY CYCLE

Inventory of a particular section of the collection shall be completed every year. For the next five years, inventoried sections will be:

- * FY2023: Inventory Fiction Section
- * FY2024: Inventory Nonfiction Section
- * FY2025: Inventory Easy Section
- * FY2026: Inventory Fiction Section
- * FY2027: Inventory Nonfiction Section
- * FY2028: Inventory Easy Section

NOTE: Although inventory can occur at any time during the year, spring is best since the process identifies items still checked out so student obligation records can be accurate.

GIFT POLICY AND PROCEDURES

Discovery Key Elementary School enthusiastically accepts all gift materials and monetary donations to the media center. Gifts will be evaluated by the same standards as other items in the collection. The library media specialist reserves the right to give materials not suitable for the general collection to staff and students. Upon request, the media specialist will write a thank you letter on school letterhead to the donor including the title and copyright date of the books. The school will not include a monetary value of the donated items.

PERSONNEL

1. LIBRARY MEDIA SPECIALIST

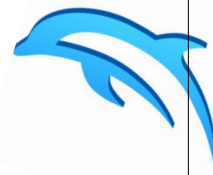
- 1 Full-time position
 - Teacher—Elem/Media Specialist #62800
(no job description for instructional staff)
 - Media Specialist form iObservation

2. MEDIA CLERK I

- 1 Full-time position based on district guidelines
PBSD 0088 “Non-instructional Evaluation”

PERFORMANCE RESPONSIBILITIES:

1. Performs clerical or record-keeping functions,
2. Processes new items, (books, periodicals, etcetera),
3. Shelves and organizes collection and periodicals.
4. Maintains circulation routines, including charging and discharging items, maintains the media center database of users and assists with inventory procedures and inter-library loans.
5. Responds to information requests, providing assistance with retrieval of information, including online database searching and other user assistance.
6. Assists with production work,
7. Maintains confidentiality regarding departmental and business matters.



ANNUAL MEDIA
PROGRAM
GOALS

FY2023

Goal 1: Continue to fill in gaps by purchasing books that complement and complete the collection. Use library reports and analysis to determine book purchases.

- * Using Follett as a basis of analysis, continue to purchase books that help develop a robust collection.
- * Teach students the new organization so they will be able to quickly find the books they seek.
- * Book tasting for students to try out different genres.

Goal 2: Assist in the development of students who can use technology as a tool for research as well as for the production of original media assignments.

- * Teach and model the use of computers, iPads, cameras and various software programs for effective research, safe communication and expressive presentations (for example, Pear Deck, Adobe Spark, Book Creator, Google Applications, Coding, Digital Citizenship, World Book, Gale, SIRS Discoverer, Teaching Books, etc.)
- * Provide resources and assistance to help students produce original media productions.

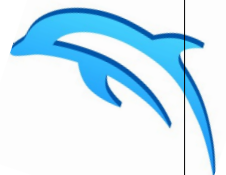
FY2024

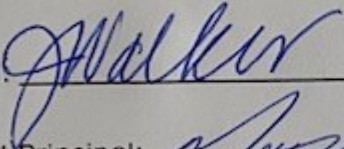
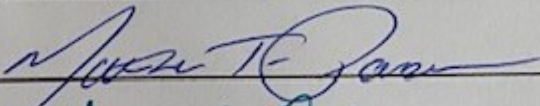
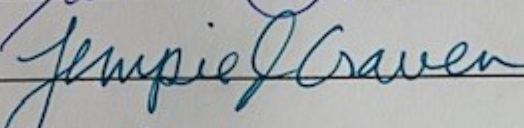

Goal 1: Extend MakerSpace options, including more robotics, coding and Little Bits for circuitry.

- * Write grants to raise funds to purchase challenging MakerSpace materials.
- * Research the most innovative products to add to our DKE MakerSpace.

Goal 2: Expand digital research lesson plans and provide a more hands-on approach to teaching real-world research skills.

- * Collaborate with classroom teachers on projects that correlate with their standards and my research goals.
- * Provide more digital experiences for upper-level classes that can handle more rigorous assignments.



BUDGET	School Based Operating	Budget
	Account 551100 Supplies	\$626.00
	Account 553420 Periodicals	\$375.00
	Account 562230 AV Materials	\$500.00
	Account 564220 Equipment (non-cap)	\$626.00
	Account 561100 Books	\$1,126.00
	Account 51700 Internal	\$3000.00
	Project 3070 State Categorical	\$2,450.00
	Project 8430 Apple Laptop	\$1,000.00
	For the upcoming 2023-2024 school year, the library media program expects the school-based operating budget to be consistent with this past year.	
BUDGET GOALS	Goal 1: Use accumulated funds from Scholastic Book Fairs and other sources to order print materials and eBooks that support our school-wide effort to increase our reading scores on state standardized assessments.	
	<ul style="list-style-type: none"> * Research books, eBooks and other materials that will have a direct impact on student achievement. * Purchase the items that will positively affect the learning gains of the largest number of students. 	
	Goal 2: Use categorical funds and money from Scholastic Books Fairs to purchase Makerspace materials and technology that support our school-wide goals and increase student engagement.	
	<ul style="list-style-type: none"> * Use existing budget and/or write a grant for the purchase of more Makerspace materials and technology to use in the media center on a rotating basis. 	
	The goals and objectives have been reviewed and approved by:	
	<div style="border: 1px solid black; padding: 10px;"> <p>Principal: <u></u></p> <p>Assistant Principal: <u></u></p> <p>Media Specialist: <u></u></p> <p>Date: <u>April 20, 2023</u></p>  </div>	

Appendix A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27,

1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council



Appendix B

INTELLECTUAL FREEDOM

AMERICAN LIBRARY ASSOCIATION THE FREEDOM TO READ STATE- MENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We, therefore, affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
2. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
3. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
4. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
5. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
6. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*



This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

First Amendment of the Bill of Rights to the United States Constitution
CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF
RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR
ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE
RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION
THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December
15, 1791 Endorsed by the Board of Library Trustees: August 24,
2009, October 22, 2012, August 22, 2016



Appendix C

Book School Board Policies

Section Ch. 8. Curriculum and Instruction

Title Selection of Library Media Center Materials and Reading List Materials

Code 8.12

Status Active

Adopted December 27, 2022

Last Revised January 24, 2018

Last Reviewed January 24, 2018

Prior Revised Dates 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022

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

Adequate Library Media Materials.-- Library media materials for the school's Library Media Center, including print, non-print, serials [periodicals], electronic resources, computer software, video images, films, and instructional television programs, represent fundamental resources selected for schools to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers, and administrators. It is the shared responsibility of the State, District, and school, within budgetary constraints, to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. It is also the responsibility of the State 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.

Reading List Materials.-- Reading list materials are recommended or assigned materials school-wide or grade level.

Purpose.-- The Board believes that the selection of library media materials and reading list materials is within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:

- Promote the development of lifelong reading habits and information literacy skills in students;
- Provide a broad background of information resources in areas of knowledge;

Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;

Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.



Support the professional needs of teachers and administrators; and

Introduce new instructional technologies into the learning environment.

Choice.-- Library media materials are available to students and staff as optional resources and are usually not mandatory reading as is the case with textbook instructional materials.

Library media that is sensitive or mature may not be appropriate for all readers in a school but remains part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level, and maturity level of students when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. If a parent or adult student states a reasonable objection to library reading material assigned to a class, comparable instruction will be made available for the student through an alternate reading assignment without penalty.

Use of Library Media Materials Allocation.-- School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the manner in which materials are used to implement the curriculum of the school under Fla. Stat. § 1006.40.

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.

Selection.-- HB 1467 (2022), amending Fla. Stat. § 1006.28 provides selection requirements.

Initial Review Process

“Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.”

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.

The School Board is herein adopting “procedures for developing library media center collections” and shall “post the procedures” on each school’s website within the District.

Each elementary school must “publish on its website, in a searchable format prescribed by the

[Florida Department of Education], a list of all materials maintained in the school library media center (as defined by SBER 6A-7.0713, including classroom libraries) or required as part of a school or grade-level reading list.”

Per HB 1467 (2022), § 1006.28 (2) (d), these procedures for developing library media center collections must:

“Require that book selections meet the criteria in s. 1006.40(3) (d).”

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

“Provide for library media center collections based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.”



“Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to

curriculum, out-of-date content, and required removal pursuant to subparagraph (a) 2.”

In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The basis for the removal shall be documented. Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.

The District may restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

Additional Selection Criteria

Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and Policy 8.1205. Annually, the District requires using the selection criteria and the removal criteria referenced in this Policy to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District's 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 "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.

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.

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

In conjunction with the selection criteria above, employees holding a valid educational media specialist certificate (with the required training once it is available as stated in Paragraph 10 below) at each school location or if a qualified person is not employed at the school, by another District employee with these qualifications, shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.



Additional criteria used in evaluating and selecting all materials include

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.

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

ACCURACY. -- Nonfiction information is correct, recent, and objective.

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

SCOPE. -- Content is covered adequately to achieve its intended purpose.

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

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

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.

TREATMENT. -- Typeset, visuals, style, and/or medium capture and holds the student's attention.

TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.

AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.

POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.

DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.

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.

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.



Compliance

Per HB 1467 (2022), school principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.

Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media team.

The Florida Department of Education (FL DOE) is developing an online training program by January 1, 2023, for school librarians, media specialists, and other personnel involved in the selection and maintenance of library media and collections or materials maintained on a reading list. These persons must complete this training once it is available before reviewing and selecting age-appropriate materials, reading list materials, and library resources.

Per Fla. Stat. § 1006.29 (6), no later than July 1, 2023, and annually thereafter, the Superintendent must certify to the FL DOE that all school librarians and media specialists employed by the District have completed the FL DOE online training program.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32(2); 1001.41(1), (2), & (5); 1001.42.

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42 (2), (9) (13), & (19)(a); 1001.43(2) & (3); 1006.28; 1006.40; 1006.41; 847.012.

HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022

RELATED POLICIES:

Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including reading Lists

The District shall rely on any State Board of Education Rule designation of an elementary school.

This Statute states that the materials must be: "1. Free of pornography and material prohibited under s. 847.012 [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and Appropriate for the grade level and age group for which the materials are used or made available."The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.

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.

Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at https://www.palmbeachschools.org/students_parents/school_library_media_center_resources/_active_book_orders then click on Active LMS Book Orders. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments. Stakeholders with questions or concerns are directed to the following email address: librarymedi-aservices@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.

Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

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.



Appendix D

Book School Board Policies

Section Ch. 8. Curriculum and Instruction

Title Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists

Code 8.1205

Status Active

Adopted November 30, 2022

Last Revised January 24, 2018 Prior
Revised Dates 5/7/2008; 1/24/2018

Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists

This Policy does not apply to the 30-day post-adoption challenges to specific instructional materials by parents or County residents in compliance with Fla. Stat. § 1006.28(1) (a) (3). The procedures to follow for those challenges are outlined in School Board Policy 8.122, subparagraph (3)(g).

In addition, the Superintendent or designee, even without an objection or challenge, has the authority to remove instructional materials, library media materials, and supplemental classroom materials on the reading list based on statutory considerations. The basis for the removal shall be documented.

This Policy implements Fla. Stat. § 1006.28 (2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials more than 30 days after adoption of instructional materials and b) library media materials, including reading lists, and non-adopted classroom materials. The procedures to follow for those challenges are outlined below; however, a parent or a resident of this County has the option to speak and proffer evidence at the Board hearing on adopting instructional materials and the Board adoption meeting without having followed the procedures below.

Grievance Procedures Concerning Core Instructional Materials, Library Media Materials, Reading Lists, and Supplemental Classroom Instructional Materials

The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law.

Any resident of Palm Beach County, or emancipated student or parent of a child attending public school in Palm Beach County may file an objection with a school or the Board Clerk concerning the use of or content in instructional materials, library media materials, and supplemental classroom materials, including reading lists.

The parent or resident will be provided the opportunity to proffer evidence on the grounds stated within Fla. Stat. § 1006.28(2) (a)(2), relating to instructional materials, library media materials, and supplemental classroom materials, including reading lists.



Challenged materials may be removed from use in the school where the objection was initiated after the procedures of this Policy have been completed or if it is agreed by the District at any of these stages. Per Fla. Stat. § 1006.28(2)(a)(2), if the School Board “finds that an instructional material does not meet the criteria under sub-subparagraph a. or that any other material contains prohibited content under sub- subparagraph b., the school district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.”

Objections filed by a parent or emancipated student shall be heard in the school in which that student is registered. If the parent has children at different schools in Palm Beach County, then the objection must specify which school(s) the objection pertains to and it will be heard in that/those school(s). If the objecting party is not the parent of a child in the School District, the objection will be assigned to the appropriate school within the boundary corresponding to the residence of the objecting party for review if the material is located at that school or to the school in close proximity where the material is located.

School Level: Informal Complaint

Any complaint arising out of the use of a material in a school shall be registered in writing with the principal of the school. Within five school days *of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant to explain:*

the school's selection procedures for these materials;

the criteria used for the selection of these materials;

the role that the material in question has in the school's curriculum or library media center or classroom collection; and

whatever additional information is deemed needed regarding the item's use.

If the complainant is not satisfied with the explanation and desires to file a formal complaint, the formal procedures below shall be followed.

School Level: Formal Complaint

As stated in Policy 8.122, objections to instructional materials and Supplemental Classroom Materials, including Reading Lists, shall be filed on form PBSB 2569 (Petition to Object/Objection to Instructional Materials), which is part of this policy and incorporated herein as part of this Policy. The form can be found on the District's forms web-site at: <https://www2.palmbeachschools.org/formssearch/pdf/2569.pdf> .

1. For objections to Library Media Materials, the complainant shall file form PBSB 1113 ("Objection to, Library Media Materials") and this form can be obtained from the Principal or a designee. A copy of the form is also available on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf> and is incorporated herein by reference as part of this Policy.
2. The complainant shall sign and sufficiently complete the applicable form in its entirety for each material to be considered, including stating the basis of the objection, retaining one copy, and sending one copy of the completed form to the principal of the school. *Failure to sufficiently fill out the form along with the complainant's signature will result in the rejection of the form and no formal review process under this subsection will be initiated.*
3. A challenge to the same material(s) by multiple challengers within one school can be consolidated into one challenge for consideration by the School Materials Review Committee, Principal, Superintendent, District Material Review Committee, and School Board (the reviewing persons and entities) as set forth in the below proceedings.
4. A challenge to multiple materials will require additional preparation time for the reviewing persons and entities set forth below. A challenge of more than five materials will add an additional two (2) days per item to the time deadlines for the school or District actions that are specified within this Policy.
5. For materials used *in that school, the form and the material in question shall be studied by a School Materials Review Committee appointed on an ad hoc basis by the school Principal. Representation on the School Materials Review Committee should reflect the diversity of the District and school, and the following provisions apply:*
6. The committee shall consist of the Principal or his/her designee of the school where the complaint was made; two teachers in the appropriate subject area/grade; one teacher from another subject area/grade; a library media specialist; a guidance counselor; one student from the appropriate grade level or a student who has accomplished in the specific subject area (middle and senior high school only); one layperson from the school's Parent-Teacher Association or the School Advisory Council; a representative designated by the Regional Superintendent, and a representative from the District department representing Instructional Materials and/or Library Media Services.
7. The School Materials Review Committee shall meet within fifteen (15) school work days of receipt by the Principal of the reconsideration form. The complainant shall be notified of the committee's meeting



and time and shall be invited to present arguments for no more than 10 minutes unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation at the committee's discretion.

The School Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in School Board Policy 8.12(7)(d)(ii).

School Materials Review Committee shall be chaired by the Principal or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.

If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the School Materials Review Committee shall prepare the committee's recommendation with supporting reasons and use form PBSB 1857, School Materials Review Committee Recommendations, or a signed letter written on school letterhead. The form can be found on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1857.pdf> and is incorporated herein by reference.

Guidelines for Committee's Recommendation. -- The School Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in Policy 8.12(7) (for media center materials) or State requirements and guidelines and Policy 8.122 (for textbooks or other instructional materials and reading lists) and shall render a decision based on a majority vote.

1. The selection criteria in Policy 8.12(7), for the media center, shall be made available to all interested persons.
2. The recommendation to the Principal will be based on the selection criteria in School Board Policy 8.12(7) (for media center materials), State requirements and guidelines and School Board Policy
3. 8.122 (for textbooks and instructional materials), and the following additional factors and criteria:
4. educational significance of the material;
5. appropriateness of age and maturity level;
6. need and value to the collection/curriculum;
7. summation of the professional reviews on the media;
8. literary merit;
9. validity, accuracy, objectivity, and up-to-date and appropriate information;
10. freedom from stereotypes, bias, prejudice or distortion; and
11. timeliness or permanence.

In addition, the recommendation shall also consider 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. However, pursuant to current case law, the committee may not recommend the removal of non-curricular books from the school's media center or classroom simply because a majority of the committee dislikes the ideas or the points of view contained in the media center instructional or supplemental classroom instructional materials.

Committee's Recommendation to the Principal. -- The committee's final recommendation shall be immediately forwarded to the school Principal and may be any or a combination of the following:

- allow the challenged material to maintain its current status;
- leave the challenged material in the classroom or library media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed item;
- limit the educational use of the challenged material;



transfer the challenged material to a higher level school (e. g. elementary to a middle school); and/or
remove the challenged material from the school environment.

Principal's Written Decision. -- Within five (5) school work days after receipt of the School Materials Review Committee's recommendation, the Principal shall make a decision, based on the same criteria considered by the committee as set forth in subsection (3)(g) above, on whether to follow the committee's recommendation, and shall inform the complainant *in writing of the recommendation of the committee, the Principal's decision, and the reasons for the recommendation and decision. This written communication must inform the complainant of the next level of appeal under this policy and the time deadline if the decision is not the relief sought by the objecting party. Such communication shall be sent by regular U. S. Mail, and certified mail, return receipt requested.*

District Level: Formal Appeal. -- The complainant may appeal the Principal's decision to the Superintendent, subject to the following provisions.

If the complainant appeals the Principal's decision, the Principal shall send copies of all reports and communications to division and department heads that supervise Instructional Materials and Library Media Services and to the appropriate Regional Superintendent.

Access to challenged materials shall not be restricted during the reconsideration process; the materials shall remain in use unless the School Materials Review Committee, through a formal vote, recommended the removal of the instructional materials to the Principal, and the decision to remove is made by the Principal.

Within twenty (20) calendar days of the date of the Principal's decision, the complainant shall notify the Superintendent in writing of the request to appeal. *Failure to comply with these requirements will result in the appeal not being considered.*

Within twenty (20) school work days of receipt of such request, the Superintendent or his/her designee and appropriate staff shall review the action taken at the school level and issue a decision based on the same criteria set forth in subsection (3)(g) above and with the same alternative results as set forth in subsection (3)(h) above. If the decision does not include a further review by the Superintendent/designee (and District Materials Review Committee), the complainant shall be so notified of the decision and be informed of the ability and deadline to request *in writing an appearance to appeal directly to The School Board of Palm Beach County, Florida in accordance with this Policy. Notice to the complainant shall be made by regular U. S. Mail and certified mail, return receipt requested.*

If the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee whose representation reflects the diversity of the District and school, appointed on an ad hoc basis by the Superintendent or his/her designee, according to the following provisions:

Representation on District Instructional Materials Committees should reflect the diversity of the District and schools.

Individuals on the District Materials Review Committee cannot be the same as those that served on the School Materials Review Committee.

The committee shall consist of the Chief Academic Officer or his/her designee; an appropriate Regional Superintendent or designee; one Principal at the appropriate level; a division or department head that supervises Instructional Materials, and/or Library Media Services, an appropriate subject area Administrator/Program Planner; one teacher in the appropriate subject area/grade; one library media specialist; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high only); a representative from the Palm Beach County Council of Parent-Teacher Associations who will be appointed by the President of the District Association, a representative from the District Academic Advisory Committee; and one lay person. The General Counsel to the School Board, or designated attorney(s) of his/her Office, may be invited to provide legal advice to the Committee if deemed appropriate by the Superintendent.

In the event that a person from a position named above cannot be present at the District Materials Review Committee meeting(s), the Superintendent may appoint an alternate.

District Materials Review Committee Procedures

The District Materials Review Committee shall be chaired by the Chief Academic Officer or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.



The District Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in Policy 8.12(7)(d)(ii).

The District Materials Review Committee shall meet and *provide a recommendation with supporting reasons to the Superintendent within twenty (20) school workdays of receipt of the referral from the Superintendent, based on the criteria set forth in subparagraph (4)(e)(v)(D) and paragraph (vi) below. The complainant shall be notified of the committee's meeting date and time and shall be invited to present an argument for no more than 10 minutes unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation at the committee's discretion.*

If the review is not completed, the committee may schedule additional meetings. Within five

(5) school work days of its final meeting, the District Materials Review Committee shall prepare the committee's recommendations with supporting reasons.

Guidelines for Recommendation to the Superintendent. -- The District Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in School Board Policy 8.12(7) (for media center materials) or State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials) and shall render a decision based on a majority vote.

The Selection Criteria in Policy 8.12(7) (for media center materials) shall be made available to all interested persons.

The recommendation to the Superintendent will be based on the selection criteria in School Board Policy 8.12(7) (for media center materials), State requirements and guidelines, and School Board Policy 8.122 (for textbooks and instructional materials), as well as the following criteria:

- educational significance of the material;
- appropriateness of age and maturity level;
- need and value to the collection/curriculum;
- summation of the professional reviews on the media;
- literary merit;
- validity, accuracy, objectivity, and up-to-date and appropriate information;
- freedom from stereotypes, bias, prejudice or distortion; and
- timeliness or permanence.

In addition, the recommendation shall also consider 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. However, pursuant to current case law, the committee may not recommend the removal of non-curricular books from the school's media center or classroom simply because a majority of the committee dislikes the ideas or the points of view contained in the media center or supplemental classroom instructional materials.

Committee's Recommendation to the Superintendent. -- The recommendation of the District Materials Review Committee and the basis for that recommendation shall be transmitted to the Superintendent; the Chief Academic Officer, the Principal of the school that received the original complaint; and the complainant.

Superintendent's/Designee's Written Decision. -- The Superintendent or his/her designee shall make a final decision, based on the same criteria considered by the committee as set forth in subparagraph (4)(f) above, within five (5) school workdays of receipt of the District Materials Review Committee recommendation, and send a written report of that decision to the Chief Academic Officer, the appropriate Assistant Superintendent, the Principal of the school; and the complainant. *The written decision shall state procedures and time limits to appeal to the Board if the complainant is dissatisfied. This decision shall be sent to the complainant by regular U. S. mail and certified mail, return receipt requested.*



The Department of Communications & Engagement shall make the selection criteria and a copy of the material(s) in question available for review upon request of interested persons.

Board Level Appeal

The complainant may appeal the decision of the Superintendent/designee to the School Board under subsection (4)(b) or paragraph (4)(d) above by filing signed writing with the School Board Clerk within thirty (30) days of the decision and may request an appearance before the School Board.

After notice to the appealing party, the School Board Level review shall occur at a public meeting and allow the presentation of evidence. The School Board's decision shall be based on the same criteria considered by the Superintendent as set forth in subsections (4)(f) and (h) above.

Policy Awareness

A copy of the selection and reconsideration procedures, as set forth in this Policy and in Board Policy 8.12, should be a part of the Collection Development Plan for each school library media center and should be available for easy access and reference.

Each school Principal should include at a minimum, a summary or references to this Challenge Policy and School Board Policy 8.12 in the school's staff handbook and shall review the selection and reconsideration procedures with the staff as needed, emphasizing Board policy pertaining to the teaching of controversial issues and the ethical considerations that are needed in handling citizen complaints with courtesy and integrity.

Reporting Objections

HB 1467 (2022), which created Fla. Stat. § 1006.28 (2)(e) requires that:

“Annually, beginning June 30, 2023, [the School Board] submit to the Commissioner of Education a report that identifies: a. Each material for which the school district received an objection pursuant to [Fla. Stat. 1006.28] subparagraph (a)2 [regarding an objection by a parent or a resident of the county to the use of a specific instructional material or any material used in a classroom, made available in a school library, or included on a reading list] for the school year and the specific objections thereto. b. Each material that was removed or discontinued as a result of an objection. c. The grade level and course for which a removed or discontinued material was used, as applicable.”

However, Fla. Stat. § 1011.67 Funds for instructional materials relating to the Superintendent report due to the Commissioner of Education by July 1 states:

“The certification must identify any material that received an objection pursuant to s. 1006.28 for the school year and the specific objections thereto, each material that was removed or discontinued as a result of an objection, and the grade level and course for which a removed or discontinued material was used, as applicable.”

Accordingly, this data must be collected for these reports in a manner as determined by the Superintendent/designee.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2); 1001.41(1)(2) & 5); 1001.42 (2)(11)(13) & (29)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11) (13) & (29); 1001.42(7) & (17)(a); 1001.43(2)(3); 1003.42; 1006.28; 1006.31; 1006.34; 1006.40; 1006.41; 847.012

HISTORY: 5/7/2008; 1/24/2018; 11/30/2022

RELATED POLICIES:

- School Board Policy 8.122 Textbooks and Related Instructional Materials
School Board Policy 8.12 Selection of Library Media Center Materials
School Board Policy 5.735 Parent’s Bill of Rights





THE SCHOOL DISTRICT OF PALM BEACH COUNTY
LIBRARY MEDIA SERVICES

Objections to Library Media Materials

For use by a parent, emancipated student, or resident of the county who is challenging library media materials.

Check the appropriate box if you are objecting as a parent, or emancipated student, or as a resident of this county.

Parent/emancipated student County resident

If as a resident, check any applicable boxes.

I have maintained a residence in Florida for the past year. I have purchased, leased, or acquired a home occupied by me as my residence. I have established a domicile in Florida.

School #	School Name	Date
Author	Title	

Hardcover Book Paperback Book DVD eBook Film Other _____

Publisher (*if known*) _____

Request Initiated By		Phone Number	
Street Address	City	State	Zip Code

Objecting party Individual Group Organization Other _____

Name of group/organization/other _____

To what do you object? (*be specific*)

Why do you object to this material?

For what age group would you recommend this material? _____

What are the strengths of this material?

Did you review this material? Yes No

Are you aware of the judgment of this material by library and authoritative critics? Yes No

What do you believe is the function of this material?

What would you like the school to do about this material?

In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Print Name of Objecting Party/Resident

Signature of Objecting Party/Resident

Date