

## Charlotte County Public Schools Library Media Center Collection Development Policies and Procedures

Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s.1006.283, or otherwise purchased or made available.

*s.1006.28, F.S. - Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials.*

- The *Charlotte County Public Schools Library Media Center Collection Development Policies and Procedures* is created in accordance with district policy, Florida Statute 1006.28, *Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials*, State Board of Education Rule 6A-7.0715, *Certifications and Plans for Instructional Materials and Library Media* (effective February 2023), State Board of Education Rule 6A-7.0713, *Elementary School Website Listing of Library Materials and Reading Lists*, and content found within the state training program, *Library Media Training*. Serving as a practical tool in the operation of the Charlotte County school library media centers, it will be reviewed annually and updated as necessary to reflect current school board policy and legislative action. This document will be posted on the website of each school within the district.
- The primary objective of the library media center is to implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view.
- Materials maintained in a school district library media center, including classroom libraries, that are accessible to students or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds an Educational Media Specialist Certificate, as described in Rule 6A-4.0251, regardless of whether the book is purchased, donated, or otherwise made available to students.
- Beginning January 1, 2023, school librarians, media specialists, and other personnel involved in the selection of school district library materials must complete the training program developed pursuant to s.1006.29(6) before reviewing and selecting appropriate materials and library resources.
- Per SBE Rule 6A-7.0713, 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, including classroom libraries.
- 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.

## **Definitions**

- “Core courses” means core-curricula courses as defined in section (s.) 1003.01(14), Florida Statutes (F.S.), and any course covering a subject area for which instructional materials have been adopted by the Department;
- “Department” means the Department of Education;
- “Instructional materials” means the definition set forth in s. 1006.29(2), F.S.: *items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.*
- “Library Media Center” means any collection of books, ebooks, periodicals, and videos maintained and accessible to students on the site of a school, including classrooms;
- “School or grade-level reading list” means a list of required reading material for a student
- “State academic standards” means the standards set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.;

## **Purpose:**

Florida Statute 1006.28 *Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials* states the following: *Each district school board shall adopt procedures for developing library media center collections and post the procedures on the website for each school within the district.*

## **The procedures must:**

- A. Require that book selections meet the criteria in s.1006.40(3) (d).
- B. Require consultation of reputable, professionally recognized periodicals and school community stakeholders.
- C. 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.
- D. 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.

## **Training Requirements**

Beginning January 1, 2023, School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, *entitled Library Media Training*, before selecting library materials. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.

- This training must be completed before reviewing and selecting appropriate materials and library resources. Certificates proving training completion are to be submitted to the Division of Learning.
- In accordance with s. 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the *Library Media Training* incorporated in rule.
  - This certification must be made on the form entitled “Certification of Library Media Training” (Form IM-C) and include the number of those who completed the training by job code.
  - This certification must be submitted electronically to <https://districts.flimadoption.org>.
  - The certification is due annually by July 1.

## **Criteria for Selection of Library Materials and Reading Lists**

### **I. Selections must meet the criteria in s.1006.40(3)(d).**

All materials in a school library, classroom library, or included on a reading list must be:

1. Free of pornography and material prohibited under s. 847.012, F.S.\*
2. Suited to student needs and their ability to comprehend the material presented. \*\*
3. Appropriate for the grade level and age group for which the materials are used or made available. \*\*

*\*The district will err on the side of caution with regards to the material that is potentially harmful to minors and in violation of s. 847.012, F.S. An adult may not knowingly distribute to a minor on school property:*

- *Any picture...or visual representation of a person or a portion of a human body which depicts nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse and which is harmful to minors.*
- *Any book, pamphlet, magazine [or] printed matter...that contains...explicit and detailed verbal descriptions or narrative accounts of sexual excitement, or sexual conduct and that is harmful to minors.*
- *The phrase "harmful to minors" requires that any description or representation of nudity, sexual conduct or sexual excitement meet three requirements in order to be found "harmful to minors." The description or representation must:*
  - *Predominantly appeal to a prurient, shameful, or morbid interest;*
  - *Be patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and*
  - *Taken as a whole the material is without serious literary, artistic, political, or scientific value for minors.*

*\*\*Considerations shall include the following when selecting materials that are suited to student needs and appropriate for the grade level and age group for which the materials are used or made available:*

- Choose materials that are relevant for the ages of your students.
- Choose materials that address the reading levels, special curricular needs and programs of your school/district.
- Look at professional peer-reviewed journals for age or grade level recommendations.

### **II. Additional Criteria for Selection into the Media Center Collection**

Collections must:

- Support academic standards and curriculum
- Support the academic needs of students and faculty
  - Consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List
  - Evaluate school academic organizational needs to include, but not be limited to:
    - School mission and vision;
    - School performance or improvement plan;
    - Specialized curriculum needs such as those for career or technical courses;
    - School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and
    - Material to supplement state-approved, district-adopted core curriculum.

- Age of student population should be considered when selecting materials based on student interest.
- Be based upon reader interest.
- Be suited to student needs and ability to comprehend material
- The degree to which the material will be explained/supplemented by classroom instruction
- The educational purpose of the material with priority given to material aligned to state standards
- The accurate portrayal of the state’s broad racial, ethnic, socioeconomic and cultural diversity, without bias or indoctrination
- Be appropriate for the age and grade level of students for which the material is made available
- Maturity of students
- Follow Florida Statutes, State Board of Education rules and school district policies.
- Err on the side of caution – assess whether or not the book selection would cause discomfort reading aloud the material in a public setting.

**III. Suggestions for Selecting New Materials**

- Curriculum needs -high priority
- Survey stakeholders -teachers, students, parents, administration
- Balance fiction vs. nonfiction
- Diversity and age of collection
- High interest needs of readers
- Use reputable book vendors that offer quality bindings
- Look at professional and reputable award lists and state compiled book lists appropriate for your school age level
- Check any books that have been removed or restricted due to a challenge in other districts. Those books should be carefully considered before purchasing.

*In addition, and in recognition of the 2022 Legislative session (HB 1467, K-12 Education which amends s.1006.28,F.S.), the school district will review the Florida Department of Education’s published list of materials that were removed or discontinued as a result of an objection for consideration in its selection procedures.*

**Collection Development**

Only persons who are certified as an Educational Media Specialist under Rule 6A-4.0251, Florida Administrative Code (F.A.C.), are authorized to make selections of:

- Materials available to students in a school library; and
- Books included on a recommended or assigned school, grade-level, or classroom reading list.

Elementary classroom libraries are a type of school library. Materials in all school libraries must be selected by a certified media specialist. (Rule 6A-7.0714, F.A.C.; s. 1006.28 (2)(d)1., F.S.).

School principals are responsible for compliance with school district procedures for the selection of school library materials.

Library collection development is the ongoing process of systematically building high-quality print and non-print information resources to meet the information needs of the school.

Library collection development must ensure that library books meet the statutory selection criteria of being suited to student needs, are age and developmentally appropriate, and are free from pornography and materials harmful to minors under s. 847.012, F.S.

Library collection development requires the input of stakeholders, including parents. Therefore, each school will include in its procedures for collection development the work of the **School Library Media Center Collections Committee**. The following procedures will be followed by each school within the district:

- Each school within the district will convene a committee (*The School Library Media Center Collections Committee*) for the purpose of selecting books for its library media center collection.
- Committee members shall be appointed by the school principal.
- The committee's proceedings shall not be subject to s.286.011 and shall not be open to the public.
- Committees meet and consult on media book choices up to four times a year.
- The committee's recommendation of books to be included in the school library media center shall be submitted to the Assistant Superintendent of Learning at least 30 days prior to the school board meeting to request approval to purchase the material.

***The following shall serve as the committee for school library media center collections:***

1. Media Specialist: Chairperson *\*Must hold a valid educational media specialist certificate*
2. One (1) school administrator
3. Up to three (3) Faculty or Staff members
4. Up to three (3) Parent or Community Members
5. Up to three (3) other members as appointed by the principal (optional)

Library collection development requires the consultation of reputable, professionally recognized peer review journals. These may include the following:

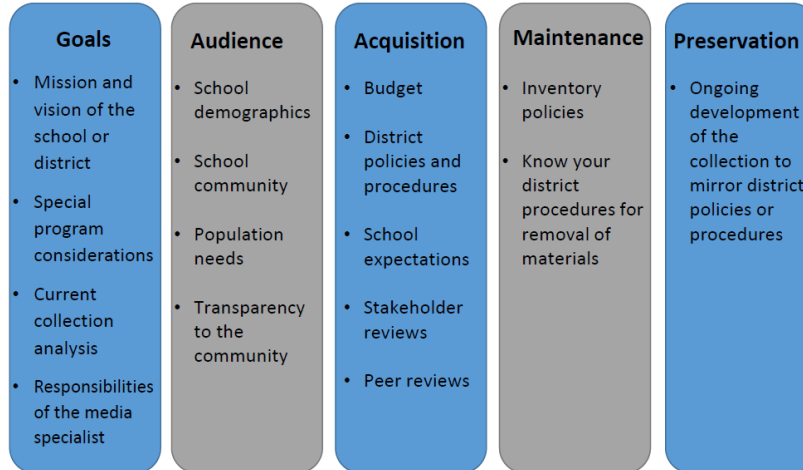
- School Library Journal
- Horn Book
- The ALAN Review (Secondary titles)
- Booklist
- Kirkus Reviews

**I. Goals of Collection Development**

1. Provides guidelines for selecting material for the collection of the library that are balanced. Examples include fiction, nonfiction, and the inclusion of opposing viewpoints.
2. Determines the retention, preservation, and archiving of materials.
3. Describes the process for removal of inappropriate materials.

## II. Collection\_Development Process

### Collection Development Process



### III. Removal or Discontinuance of Materials

The removal or discontinuance of library materials and resources is determined by a continuous review of the existing collection, both print and digital. In the removal process, many factors are taken into consideration including, but not limited to, space constraints, age or relevancy of material, physical condition of the material, and circulation data.

The media specialist will continually reevaluate the collection in relation to changing curriculum, new instructional methods, new formats of materials, and the needs of the students and faculty.

- Heavy weeding will occur every 3-5 years
- Criteria for Weeding Materials:
  1. Outdated or inaccurate information
  2. Damaged material beyond repair or poor quality
  3. Unneeded duplicates
  4. Material has consistently low circulation
  5. Material is not age appropriate for the school community
  6. Material includes information that is bias, racist, or sexist
  7. Material is irrelevant to the needs of students and staff
  8. Subsequent editions of the book have been added
- Discards: Materials weeded from the collection will be discarded according to the following procedure
  1. Copies are deleted from the library catalog
  2. All identifying information, including barcodes and the school name, is removed or blackened out
  3. Items are to be labeled as “discarded”
  4. Materials that are contaminated (i.e. mold, food, liquid, bugs) are discarded in the trash immediately
  5. All of the materials are to be discarded according to the current CCPS procedures. See administrator in charge of facilities for disposal of surplus library books.

**IV. Duplicate Copies**

Popular and heavily used material may require the purchase of duplicate copies. Certain materials may be purchased in multiple formats, depending on demand for the materials and present budget constraints. Classroom sets of a particular title will be purchased with funds outside the library budget

**V. Inventory**

An inventory of the media collection is taken each school year, generally during the last month of school. The library media specialist conducts inventory following these guidelines:

- Efforts are made to collect all circulated materials before beginning inventory.
- Shelves are checked for Dewey Decimal order accuracy (shelf-reading)
- Each item is scanned into the inventory program
- After all items are scanned, reports are generated and attempts are made to locate missing materials
- A final inventory report should include the number of missing items (not checked out and not scanned during inventory), number of lost materials (items checked out but not returned), and damaged books (both paid and unpaid)

**VI. Purchasing Timeline**

<p style="text-align: center;"><b>July School Board Meeting</b></p> <p style="text-align: center;">All items submitted for Division of Learning review 30 days prior to the School Board Meeting</p> <p style="text-align: center;">*20 calendar day online viewing access required</p>
<p style="text-align: center;"><b>September School Board Meeting</b></p> <p style="text-align: center;">All items submitted for Division of Learning review 30 days prior to the School Board Meeting</p> <p style="text-align: center;">*20 calendar day online viewing access required</p>
<p style="text-align: center;"><b>January School Board Meeting</b></p> <p style="text-align: center;">All items submitted for Division of Learning review 30 days prior to the School Board Meeting</p> <p style="text-align: center;">*20 calendar day online viewing access required</p>
<p style="text-align: center;"><b>March School Board Meeting</b></p> <p style="text-align: center;">All items submitted for Division of Learning review 30 days prior to the School Board Meeting</p> <p style="text-align: center;">*20 calendar day online viewing access required</p>

**VII. Steps for Purchasing:**

- Convene the **School Library Media Center Collections Committee**
- Consult reputable, professionally recognized periodicals for all selected titles
- Via email, at least 30 days prior to the requested school board meeting, submit the following information to the Assistant Superintendent of Learning:
  1. Book title, author, publication year
- Monitor the school board meeting agenda and action taken
- Upon school board approval to purchase, proceed with procurement process.

\*Note: It is the responsibility of the school to enter the PR after school board approval.

**Access and Challenges to Materials found in a school library (including classroom libraries and reading lists)**

Upon written request, school districts are required to provide parents access to any material or book in a school library specified in the request (s. 1006.28(2)(d), F.S.)

According to School Board Policy 2522, *Challenges to Adoption or Use of Instructional, Library, or Reading List Materials*, the following individuals may contest the adoption of a specific instructional material, or object to the use of specific material used in a classroom, made available in a school library, or included on a reading list:

- A. parent of a student in the district; and
- B. resident of the county.

*For purposes of this policy, "parent" means a parent of a student enrolled in the District's schools. "Resident" means a person residing in the county who has maintained residence in Florida for the preceding year, has purchased a home that is occupied by them as their residence, or has established a domicile in Florida pursuant to F.S. 222.17.*

The process for requesting reconsideration of non-adopted materials made available in the classroom, school library, or included on a reading list is found at <https://www.yourcharlotteschools.net/Page/28510>



**6A-7.0713 Elementary School Website Listing of Library Materials and Reading Lists.**

(1) Purpose. The purpose of this rule is to provide school districts with the requirements for the format districts must use on elementary school websites in order to post, and permit searches of, materials maintained in elementary school library media centers and materials found on a required school or a grade-level reading list in an elementary school.

(2) Definitions. In this rule, the following definitions apply:

(a) "Elementary school" means a district-run public school that includes one or more grade levels from prekindergarten through grade five or a district-run school that includes any elementary school grade level;

(b) "Elementary school grade level" means kindergarten through grade five;

(c) "Library media center" means any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of an elementary school including classrooms;

(d) "School or grade-level reading list" means a list of required reading material for a student in an elementary school, or required at one or more elementary school grade levels; and

(e) "School District" means the Florida Virtual School under Section 1002.37, F.S. the Florida School for the Deaf and the Blind under Section 1002.36, Developmental research (laboratory) schools under Section 1002.32, F.S. and districts set forth in Article IX, Section 4, of the Florida Constitution.

(3) Format. The format that must be used by school districts for materials maintained in an elementary school library media center which can be checked-out or used by a student in any elementary school grade level must:

(a) Identify the type of material maintained in the library media center by category, such as books, ebooks, periodicals and videos; and

(b) List, at a minimum, the following information;

1. The title and author for books and ebooks;

2. The name or title for periodicals and videos; and

3. The title for any other material maintained in the media center.

(c) Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

(4) Reading Lists. A school or grade level reading list must meet the same requirements set forth in subsection (3) of this rule.

*Rulemaking Authority 1001.02(1), (2)(n), 1006.28(2)(d)3. FS. Law Implemented 1006.28(2) FS. History—New 11-22-22.*

## **6A-7.0715 Certifications and Plans for Instructional Materials and Library Media.**

(1) Purpose. The purpose of this rule is to set forth the certifications and plans that must be filed by school district superintendents with the Florida Department of Education relating to instructional and library materials.

(2) Definitions. In this rule, the following definitions apply:

(a) “Core courses” means core-curricula courses as defined in section (s.) 1003.01(14), Florida Statutes (F.S.), and any course covering a subject area for which instructional materials have been adopted by the Department;

(b) “Department” means the Department of Education;

(c) “Instructional materials” means the definition set forth in s. 1006.29(2), F.S.;

(d) “Librarians” means school district employees who meet the definition set forth in s. 1012.01(2)(c), F.S.;

(e) “Library Media Center” means any collection of books, ebooks, periodicals, and videos maintained and accessible to students on the site of a school, including classrooms;

(f) “Media specialist” means school district employee who meets the definition set forth in s. 1012.01(2)(c), F.S.;

(g) “State academic standards” means the standards set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.;

(h) “Superintendent” means the president of the Florida Virtual School under s. 1002.37, F.S., the president of the Florida School for the Deaf and the Blind under s. 1002.36, F.S., the directors of developmental research (laboratory) schools under s. 1002.32, F.S., and school district superintendents under s. 1001.46, F.S.;

(3) School District Annual Requisition Plan for Instructional Materials under s. 1006.28(3)(b), F.S.

(a) Each superintendent must provide notice of the instructional materials the school district intends to requisition for use in the following school year. This notice must include the following:

1. Core courses offered by the school district in kindergarten through grade 12;

2. The instructional materials the school district intends to requisition by International Standard Book Number, publisher, and course; and

3. A school district plan for the use of instructional materials.

(b) This information must be submitted electronically to <https://districts.flimadoption.org>.

(c) The notice is due annually by April 1.

(4) Certification Requirements for School District Instructional Materials Programs under s. 1006.283(1) and (4), F.S.

(a) Where a school district implements its own instructional materials program under the provisions of s. 1006.283, F.S., a superintendent must certify annually on the form entitled “Certification of Alignment and Adoption of Instructional Materials” (Form IM-A), the following:

1. Instructional materials used by the school district in core courses are aligned with state academic standards, as set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.; and

2. The school district’s process for the review, selection and adoption of instructional materials complies with hearing requirements established by a district school board and the public meeting requirements set forth in s. 1006.283(2)(b)8., F.S.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by March 31.

(5) Certification Requirements for Release of Funds for Instructional Materials under s. 1011.67(2), F.S.

(a) Each superintendent must certify on the form entitled “Certification of Implementation of Instructional and Library Media Materials” (Form IM-B), the following:

1. The school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials and includes a process for verifying completion of the training;

2. Instructional materials are being implemented as designed;

3. All instructional materials for core courses used in the school district are aligned to applicable state academic standards;

4. Core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of s. 1001.215(8), F.S.; and

5. Any material objected to by a parent or resident of the county where the school district is located during the preceding school year, under the provisions of s. 1006.28, F.S., has been identified, along with the reason for the objection and the grade and courses for which the material was removed or discontinued, in accordance with the requirements of Rule 6A-7.0714, F.A.C.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by July 1.

(6) Selection, Training and Certification Requirements Regarding School District Library Materials under ss. 1006.28(2)(d) and 1006.29(6), F.S.

(a) Media Specialist. Materials maintained in a school district library media center that are accessible to students or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds an Educational Media Specialist Certificate, as described in Rule 6A-4.0251, F.A.C.

(b) Training Requirements. School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, entitled Library Media Training, before selecting library materials. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(c) Certification of Training. In accordance with s. 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training incorporated in this rule.

1. This certification must be made on the form entitled “Certification of Library Media Training” (Form IM-C) and include the number of those who completed the training by job code.

2. This certification must be submitted electronically to <https://districts.flimadoption.org>.

3. The certification is due annually by July 1.

(7) Documents Incorporated by Reference. The following documents are incorporated by reference and may be obtained at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(a) Certification of Alignment and Adoption of Instructional Materials, Form IM-A, (DOS Link) effective February 2023, due annually on or before March 31.

(b) Certification of Implementation of Instructional and Library Media Materials, Form IM-B, (DOS Link) effective February 2023, due annually on or before July 1.

(c) Certification of Library Media Training, Form IM-C, (DOS Link) effective February 2023, due annually on or before July 1.

(d) Library Media Training, (DOS Link) effective February 2023.

*Rulemaking Authority 1001.02(1), (2)(n), 1006.28 FS. Law Implemented 1006.28(3), (6), 1006.283(1), (4), 1006.29(6), 1011.67(2) FS. History-New*