



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 procedures are developed in accordance with district policy and Florida Statute 1006.28, *Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials.*
- ❖ The purpose of this document is to serve as a practical tool in the operation of the Charlotte County school library media centers.
- ❖ This document will be reviewed annually and updated as necessary to reflect current school board policy and legislative action.
- ❖ These procedures will be posted on the website for each school within the district.
- ❖ Each book made available to students through a school district library media center 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.

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.

Policies and Procedures:**I. Book selections meet the criteria in s.1006.40(3) (d).**

Any materials purchased pursuant to this section must be:

- 1. Free of pornography and material prohibited under s. 847.012.
- 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.

II. General Criteria for Selection into the Media Center Collection:

- A. Support and enrich the curriculum and/or students' personal interests and learning
- B. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- C. Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- D. Incorporate accurate and authentic factual content from authoritative sources
- E. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- F. Exhibit a high degree of potential user appeal and interest
- G. Represent differing viewpoints on controversial issues
- H. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- I. Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- J. Demonstrate physical format, appearance, and durability suitable to their intended use
- K. Balance cost with need

Ideas modeled after: ALA's Selection Criteria Tools, Publication and Resources

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria>

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.

III. Consultation of reputable, professionally recognized periodicals

- A. School Library Journal
- B. Horn Book
- C. The ALAN Review (Secondary titles)
- D. Booklist
- E. Kirkus Reviews

For other School-Related Review Resources, visit: ALA Review Resources
<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/reviewresources>

IV. Procedures of *The School Library Media Center Collections Committee* - Consultation of School Community Stakeholders

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)

V. Training Requirements

- A. Florida Department of Education shall develop an online training program 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. This training must assist reviewers in complying with the requirements of 1006.31(2). The department shall make this training available no later than January 1, 2023.
- B. No later than July 1, 2023, and annually thereafter, each superintendent must certify to the department that all school librarians and media specialists employed by the district have completed the online training program.

- C. 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.

VI. Purchasing Timeline

<p>July School Board Meeting All items submitted for Division of Learning review 30 days prior to the School Board Meeting *20 calendar day online viewing access required</p>
<p>September School Board Meeting All items submitted for Division of Learning review 30 days prior to the School Board Meeting *20 calendar day online viewing access required</p>
<p>January School Board Meeting All items submitted for Division of Learning review 30 days prior to the School Board Meeting *20 calendar day online viewing access required</p>
<p>March School Board Meeting All items submitted for Division of Learning review 30 days prior to the School Board Meeting *20 calendar day online viewing access required</p>

VII. Steps for Purchasing:

- A. Convene the ***School Library Media Center Collections Committee***
- B. Consult reputable, professionally recognized periodicals for all selected titles
- C. 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
- D. Monitor the school board meeting agenda and action taken
- E. 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.

VIII. Procedures and Criteria for Weeding Materials

- A. 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.
- B. Heavy weeding will occur every 3-5 years
- C. Criteria for Weeding Materials:
 - 1. Outdated or inaccurate information
 - 2. Damaged materials beyond repair
 - 3. Unneeded duplicates
 - 4. Materials that have consistently low circulation

- D. 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.

IX. Duplicate Copies

- A. 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.

X. Inventory

- A. 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:
1. Efforts are made to collect all circulated materials before beginning inventory.
 2. Shelves are checked for Dewey Decimal order accuracy (shelf-reading)
 3. Each item is scanned into the inventory program
 4. After all items are scanned, reports are generated and attempts are made to locate missing materials
 5. 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)