

Collection Development Policy

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LIS6511: Collection Development and Maintenance

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**South Olive Elementary School Media Center
FY24 Collection Development Policy
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Signature Page

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Media Specialist: Jennifer Anthony

Media Specialist Signature:

Principal Name: Dr. Saara Saarela-Vening

Principal Signature:



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Purpose Statement

A collection development policy is required for each media center in the district per the School District of Palm Beach County (SDPBC) Policy 8.12. Each media center is tasked with creating an expansive collection of materials and equipment in a variety of formats within a predetermined budget for the use of students. These materials should promote the development of lifelong reading habits, facilitate the general education goals of the district, meet the personal needs and interests of students and the professional needs of teachers and administrators, and introduce and support new instructional technologies. This document describes South Olive Elementary media center's principles and guidelines used in selecting, acquiring, evaluating, managing, weeding, and disposing of library materials. The collection development policy will serve as a reference for all interested stakeholders in communicating library procedures in developing and maintaining the collection. It is a document open to updates according to the changing needs in curriculum, demographics, programs and county and state policies.



Background Statement

We are the tigers, blue and gold! South Olive Elementary (SOE) is a pre-Kindergarten through fifth grade school with a diverse population of 487 students and 38 teachers. Located in West Palm Beach, Florida, the school is bounded by Southern Boulevard to the north, the Lake Worth Canal / City of Lake Worth Beach to the south, the Flagler Drive to the east and the FEC railroad tracks to the west. Our school will celebrate 75 years in our community in the fall of 2024.

The demographics of SOE reflect its community. According to the SDPBC's Gold Report, SOE educates a population of 58% Hispanic, 33% White, 5% Black, 2% Asian, and 2% Other students with 26% English Language Learners. 70% of our students qualify for free and / or reduced lunch. SOE will be a Title 1 school in the Fall of 2024.

STEAM focused, our school offers a gifted and talented program, an Accelerated Math Program, and has recently implemented the Advancement Via Individual Determination (AVID) program. Our very dynamic and involved Parent Teacher Organization (PTO) and School Advisory Council (SAC) support the media center with volunteers, fundraising, and general needs such as shelving and shelf reading.



Responsibility for Collection Management and Development

As per SDPBC Policy 8.12, the responsibility of collection management and development in the school media center is the duty of a school district employee who holds a valid educational media specialist certificate. Additionally, this school year, the media specialist must also complete a Florida Department of Education Training to understand compliance measures with new state legislation. School principals are responsible for overseeing budgets and are tasked with assuring the collections meet district standards for selecting materials. The media specialist welcomes input from all community stakeholders to be certain the collection's development and maintenance meets the needs of every student in enriching their educational experience.



Mission

The mission of the SOE media center is to support our students today and prepare them for tomorrow by providing materials that will engage and enrich their learning experience. Our space should inspire the five “C’s”: Critical thinking, Creativity, Compassion, Communication, and Collaboration.

Goals

- Facilitate learning by partnering with teachers to develop strong reading and critical thinking skills.
- Educate students about the importance of digital citizenship.
- Hone research and technological skills to prepare them for their next educational journey beyond elementary school.
- Inspire creativity and provide tools to explore new ideas in a safe space for discovery.



Objectives

- **Collaborate:** assure our staff and administrators that our materials and instruction will support the curriculum of our school. This is accomplished through careful reviews of the collection, updates, fulfilling requests for new and enough materials and technology, weeding, and removal of irrelevant and outdated items.
- **Communicate:** our media center and media specialist will offer a space where students feel they can easily find items they need, ask for help when they don't, and see themselves reflected in the collection. This is accomplished through conversations with students, surveys, data assessments, and wish lists, as well through input from other stakeholders such as teachers, PTO, and SAC.
- **Compassion:** the media center should foster compassion in students for themselves and the world around them. This is accomplished by weeding outdated and insensitive materials and adding materials that promote compassionate ideals.
- **Creativity:** the media center should inspire students to explore new and exciting ideas. This is accomplished by facilitating a makerspace environment, hosting workshops, and introducing materials in ways that encourage innovation.
- **Critical thinking:** the media center is where students develop digital citizenship, responsible internet usage, and the ability to practice information literacy. This is accomplished through updates to technology,

creating research projects on Google classroom, and learning about the resources available to them on the SDPBC portal.



Target Audience

The target audience for the SOE media center is our students, teachers, administrators, staff, and parents. As we are a school-based library, our collection reflects an emphasis on factual learning-based materials with non-fiction comprising 43%. Of a total of 11,262 items in the collection, 3,445 are representative titles reflecting the diversity of our student body. Our collection of professional development materials supports our teachers and administrators. The media specialist assists teachers in developing and evaluating classroom libraries and training for compliance for new legislation concerning materials. Our resources for parents include homework and project help as well as a space for meetings for PTO and SAC.



Budgeting and Funding

SOE's media center is funded through a budget from SDPBC, fundraising through events such as the fall and spring Scholastic Book Fairs, and through grants written for specific projects by the media specialist. These funds are used to purchase supplies, equipment, and furnishings as well as books and online materials. The following reflects projected budgets for FY24 based on FY23:

District Funding

Media Supplies: \$560

Media Subscriptions: \$165

Media Books: \$660

Media Audio-Visual Equipment: \$320

Fundraising and Grants

Media Center Internal Account: \$2,200

State Media Allocation

Media Books \$1,215



Selection Evaluation Criteria

According to SDPBC Policy 8.12, selections made for a district school media center must be made by a school district employee who has completed Florida Department of Education training and who holds a valid educational media specialist certificate. District-wide procedures for selection evaluation criteria are as follows:

- All selections must be free of pornography and materials that are harmful to minors according to Florida Statute 847.012.
- Appropriate age range, comprehension, and need to student body.
- Consultation of reputable and recognized sources. These can include: the Young Adult Library Services Association, Kirkus, School Library Journal, Horn Book, Booklist, and the Association for Library Service to Children.
- Supports state academic standards, curriculum, and interests of all stakeholders including students, teachers, and administrators.
- Align with the American Library Association's Library Bill of Rights.
- Is within budget as agreed to by SDPBC, the school principal, and the school media specialist.
- Provide an adequate amount and range of materials that are reflective of the school's demographics and that are free from stereotypes, prejudices, bias, and distortions.
- Selections should reflect a cohesiveness with the current collection and feature a variety of durable formats.
- Materials should offer educational significance and be proven accurate and authoritative.
- Collections should reflect demand.
- Technology should be of high quality and age appropriate.



Collection Analysis by Subject Field

Call # or Category	Subject	CL	AC	GL	PC	Comments
000s	Computer Science, Information and General Works	1	3	4	0	91 titles / average year: 2014 Acquisition goal FY24-25
100s	Philosophy and Psychology	1	2	3	0	35 titles / average year: 2012 Acquisition goal FY24-25
200s	Religion	1	2	3	0	61 titles / average year: 2007 Acquisition goal FY 24-25
300s	Social Sciences	4	2	4	0	744 titles / average year: 1998 Acquisition goal FY 24-25
400s	Languages	1	3	3	0	64 titles / average year: 1999

						Acquisition goal FY 24-25
500s	Sciences	4	4	4	0	1,747 titles / average year: 2004 Goals to weed outdated titles and replace FY24
600s	Technology	2	4	4	0	546 titles / average year: 2009 Weed outdated titles and replace FY24
700s	Arts and Recreation	3	3	4	0	581 titles / average year: 2009 Acquisition goals to add makerspace titles FY24
800s	Literature	2	4	3	0	222 titles / average year: 2000 Weed titles pre- 1980, Acquisition goals to add more chapter and e-books
900s	History and Geography	3	4	4	0	709 titles / average age: 2007 Weed outdated titles, Acquisition goals FY24
920	Biography	3	4	4	0	720 titles / average age: 2004 Weed outdated

						titles and replace. Acquisition goals to add more representative titles FY24
	Easy Readers	3	3	4	0	2,498 titles / average age: 2005 Acquisition goals to add more easy e-books FY24
	General Fiction	3	4	4	0	3,214 titles / average age: 2010 Weed fiction titles pre-1980 Acquisition goals to add fiction chapter books FY24
	Graphic Novels	3	4	4	0	Combined in fiction. Goal to separate FY25-26

Analysis of collection by format

Books: circulating fiction and nonfiction print and e-books (MackinVIA and TumbleBooks)

Reference: non-circulating nonfiction and SDPBC databases (PebbleGo, KidsInfoBits, World Book Early World of Learning and World Book Kids)

Audio and video: non-circulating DVDs and CDs check out to teachers and administrators only



Selection Aids

The SOE media center facilitates many reading related activities and much of our acquisitions are based around these activities. Each year, our school purchase classroom sets of Sunshine State Young Reader Award (SSYRA) Nominees and Winners for grades 3-5 to foster participation in Battle of the Books. SOE participates in the Reading Counts program. In addition to our evaluation criteria recommendations from SDPBC, we seek the work of recipients of the Newberry Medal, Honor Books, the Coretta Scott King Book Awards, the Caldecott Medal, Pura Belpre Awards, and the Florida Literacy Association's Children's Book Awards. We select much of our non-fiction based on teacher requests to support curriculum as well as to encourage engagement from our annual Wax Museum.



Intellectual Freedom Statement


SOE's media center fully advocates for Intellectual Freedom as stated by the American Library Association's Bill of Rights. As guaranteed by the constitution, our media center upholds the "Freedom to Read". We strive to offer diverse viewpoints through our collection while remaining compliant with state standards.

Reconsideration of Materials

The SDPBC Policy 8.12 gives clear guidance on the reconsideration of materials in school media centers. The Superintendent has the authority to remove any material at any time. Any adult residing in Palm Beach County may file an objection to any school media material. The material will be removed until the proper procedures are followed to review said materials. There are four types of complaints: School Level Informal, School Level Formal, District Level Formal, and Board Level Appeal. School Level Informal complaints are reported in writing to the principal who will meet with the complainant. A School Level Formal complaint involves filing a PBSD1113 form and the complaint will be reviewed by the School Materials Review Committee. If unsatisfied, a complainant may move to a District Level Formal appeal and appeal a principal's decision to the Superintendent. Following an appeal to the Superintendent is a Board Level Appeal.

Objection to library materials form:

<https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf>

		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.			
<input type="checkbox"/> Parent/emancipated student		<input type="checkbox"/> County resident	
If as a resident, check any applicable boxes.			
<input type="checkbox"/> I have maintained a residence in Florida for the past year.		<input type="checkbox"/> I have purchased, leased, or acquired a home occupied by me as my residence.	
		<input type="checkbox"/> I have established a domicile in Florida.	
School #	School Name		Date
Author		Title	
<input type="checkbox"/> Hardcover Book <input type="checkbox"/> Paperback Book <input type="checkbox"/> DVD <input type="checkbox"/> eBook <input type="checkbox"/> Film <input type="checkbox"/> Other _____			
Publisher (if known) _____			
Request Initiated By			Phone Number
Street Address		City	State Zip Code
Objecting party <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Organization <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you aware of the judgment of this material by library and authoritative critics? <input type="checkbox"/> Yes <input type="checkbox"/> 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		Date	
PBSD 1113 (Rev. 11/28/2017)		ORIGINAL - Principal COPY- Objecting Party COPY - Instructional Materials	



Collection Maintenance and Weeding Policy

Since the closing of schools in March of 2020 due to the Covid-19 pandemic, collection maintenance in the SOE media center has been ongoing. A full inventory of the collection was performed upon our return to in-person learning as many books went home with students at the closure and were never returned. Generally, the SDPBC requires each media center in the district to inventory every three years. The collection is weeded, and books replaced on a yearly schedule. A variety of factors determine what materials are weeded including a deterioration of physical items, outdated or inaccurate materials, and lack of circulation. As per district policy, weeded materials are boxed and shipped to the district. Replacement materials are ordered on a budget capable basis.



Gift Policy and Procedures

Gifts to the SOE media center, whether physical or monetary are welcome but must follow district protocols per SDPC policy. Donated materials must follow the same process of selection evaluation as the rest of the collection. We reserve the right to reject any donation or gift as well due to space or other considerations such as outdated or overused conditions of items.

Replacements

Post-pandemic replacements have and are still being made. Not every item is eligible for replacement. Each lost or damaged book will be reconsidered under the same protocol as new acquisitions. Students who declare an item lost are given the option to pay the cost of replacement or replace the item themselves.

Appendix A The School District of Palm Beach County Board Policy 8.12

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

1. **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 and District and school to provide library media materials that represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
2. **Reading List Materials.**-- Reading list materials are recommended or assigned materials school- wide or grade level.
3. **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:
 - a. Promote the development of lifelong reading habits and information literacy skills in students;
 - b. Provide a broad background of information resources in areas of knowledge;
 - c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
 - d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
 - e. Support the professional needs of teachers and administrators; and
 - f. Introduce new instructional technologies into the learning environment.
4. **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 a part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level and maturity level of students when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. 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.

5. **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.
6. **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.
7. **Selection.**-- HB 1467 (2022), amending Fla. Stat. § 1006.28 provides selection requirements.
 - a. Initial Review Process
 - i. "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students."
 - ii. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671, attached hereto and incorporated as part of this policy, to solicit additional input.
 - b. 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.
 - c. Each elementary school^[1] 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."
 - d. Per HB 1467 (2022), § 1006.28 (2) (d), these procedures for developing library media center collections must:
 - i. "Require that **book selections** meet the criteria in s. 1006.40(3) (d)."^[2]
 - ii. Require consultation of reputable, professionally recognized reviewing periodicals^[3], if available after a documented diligent search, and school community stakeholders. ^[4]
 - iii. "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."
 - iv. "Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to subparagraph (a) 2." ^[5]
In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The basis for the removal shall be documented.
Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.
 - e. 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.

8. Additional Selection Criteria

- a. Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph 7. 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 required components^[6]. 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.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. 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. 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.**
- f. Additional criteria used in evaluating and selecting all materials include:
 1.
 - i. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - ii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - x. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - xi. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xiii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.

- xv. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.
- xvi. GRAPHIC NOVELS AND PERIODICALS.-- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodical into circulation.

9. Compliance

- a. 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.
 - b. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media team.
10. 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.
11. 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

^[1] The District shall rely on any State Board of Education Rule designation of an elementary school.

^[2] This Statute states that the materials must be: "1. Free of pornography and material prohibited under s. 847.012 [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and 3. Appropriate for the grade level and age group for which the materials are used or made available."

The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.

^[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.

^[4] 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: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media team for consideration. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

¹⁵¹ Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

¹⁵² 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.

[Instructional Materials, Media Center and Classroom Library Materials Checklist PBSD 2671 \(4\).pdf \(125 KB\)](#)

Appendix B American Library Association 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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

References

- Calzada, S. (2023). *Media Center*. Go to Clay Springs Elementary School.
https://clayspringses.ocps.net/media_center3
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