



GROVE PARK
Elementary School

Grove Park Elementary

Collection Development Policy

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Grove Park Elementary Collection Development Policy

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Purpose Statement

The Collection Development Policy is designed to support the Grove Park Elementary School Library's mission statement to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. This policy serves as a guide for selecting, acquiring, and managing the Grove Park Library collection.

As our student, faculty, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement

Grove Park Elementary School opened in 1966. The current student enrollment is 537 students. The school grade is a "B." Grove Park Elementary School offers a Choice Program environment through the International Baccalaureate Primary Years Program (PYP). Grove Park Elementary is scheduled for modernization in FY23 (Fiscal Year). The media center will be unavailable in FY23 and will reopen in FY24 in a brand new facility. Grove Park Elementary School will have a small collection available at their off-campus location in FY23.

The users of Grove Park Elementary School Media Center come from grades Kindergarten through Fifth grade and the faculty, volunteers, staff, and parents of that community of users. Grove Park Elementary School has a culturally and ethnically diverse student population representing different economic backgrounds. The student demographics are 65% Black, 25% Hispanic, 5% White, 2% Asian, 1% Indigenous Peoples, and 2% Mixed Race. Grove Park Elementary School is a Title I Elementary school, and 94% of the students qualify for Free and Reduced Lunch. 16% of the students are enrolled in Exceptional Student Education (ESE) programs, and 23% are English Language Learners (ELL).

In FY21, Grove Park Elementary did not have a media specialist, and no books were circulated. In FY22, Grove Park Elementary hired a media specialist. In FY22, Grove Park Elementary circulated over 6,000 books.

Responsibility for Collection Management & Development

All staff librarians assist with collection development and maintenance. The Grove Park Elementary School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

Mission Statements

Grove Park Elementary School Mission Statement

Grove Park Elementary is committed to guiding students to become advocates of excellence in their own learning. At Grove Park, we strive to customize instruction infused with technology for all unique learning styles. We celebrate the whole child by fostering connections across a range of subjects. Parents, teachers, and students collaborate to further develop knowledge and attitudes that lead to global-mindedness and college and career readiness.

Grove Park Elementary Library Media Center Mission Statement

The mission of the Grove Park Elementary Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people.

It strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Goals and Objectives

- **Goal 1:** To increase the overall average publication date of the Grove Park Elementary Library Media Collection.
 - **Objective 1:** To weed and replace outdated materials, focusing on the science, history, and technology collection.
 - **Objective 2:** To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.
- **Goal 2:** To support the students' 21st Century literacy skills through the incorporation of technology.
 - **Objective 1:** To teach all students to use Destiny to locate and check out books in the Media Center.
 - **Objective 2:** To teach all students how to access and check out ebooks using MackinVia.

- **Objective 3:** To utilize Chromebooks and GSuite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- **Objective 4:** To incorporate the use of SMART board technology into Media Center Lessons.
- **Goal 3:** Grow the MackinVia eBook Collection
 - **Objective 1:** Use data from the needs assessment to inform MackinVia eBook selections
 - **Objective 2:** To purchase up-to-date eBooks that relate to the needs and interests of the student population.

Target Audience

Grove Park Elementary hosts students K-5, faculty, staff, as well as serves parents. The target audience is the 600 students that attend. The school seeks to provide a full, diverse, and high-quality collection for the needs of its students. The library is for the learning of the students, and their mission is to enhance the education of the students, particularly the 94% that are economically disadvantaged and wouldn't have access to most materials outside of academia. Because of the young age of Grove Park's students, the school maintains close relationships with the parents. The school also provides a professional collection for faculty and staff.

Budgeting and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Grove Park Elementary School administration uses a formula in order to disperse the appropriated funds. It is expected that the budget for the 2022 - 2023 school year will be similar to the school year of 2021-2022.

2022 - 2023 (FY23) projected budget amounts:

School-based Operating Budget	Budget Amount
Account 551100 - Media Supplies	\$584.00
Account 553420 - Media Subscriptions	\$356.00
Account 561100 - Media Books	\$1052.00
Account 562230 - Media A/V Equipment	\$466.00
State Media Allocation Funds	Budget Amount
Account 556110 (program 3070) - Media Books	\$1403.00

General Criteria

Scope of the Collection

Collection development at Grove Park Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida.

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand GPES' collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books.

The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.

The LMC materials are selected based upon many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum.

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

The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions.

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

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

User Needs: At Grove Park Elementary, we have a variety of patrons to provide for, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse. We strive to keep the collection current and updated with topics and interest levels. We encourage our patrons to request materials they feel would enhance our current collection. We are currently in the process of adding more ebooks and graphic novels into circulation. We understand that our library situation is not ideal right now, but with the offerings of online books, the students will have access to the materials they need. While the Grove Park Elementary School library is a stand-alone library, students and faculty can borrow any book in the Palm Beach County School District through an interlibrary loan.

Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, sexual orientation, and various abilities.

Quality: We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. It is important that we use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as *ALA Youth Media Awards* and *The Newberry Award*. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- *Booklist*
- *Books In Print*
- *School Library Journal*
- *Horn Book*
- *ALA Youth Media Awards*
- *Kirkus*

Specific Selection Criteria ([from School District of Palm Beach County Board Policy 8.12](#))

- a. Materials for use in school media centers or classroom library collections shall be carefully selected. 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") 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 District policy, 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, and be appropriate for the grade level and age group for which the material is used.
- e. In conjunction with the selection criteria above, library media specialists, teachers, and administrators at each school location 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 all materials include
 - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
 - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.

- v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style, and theme.
- vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
- vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. 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.

Analysis of Subject Fields

Call # Subject CL AC GL PC Comments

F	Fiction	2	5	5	5	The Fiction section is marginal. New materials are needed to grow this section. Growth is needed to meet the needs of all students.
E	Everybody Books/ Picture Books	2	5	5	5	The picture book section is marginal. New materials are needed to grow this section. Growth is needed to meet the needs of all students.
000-009	Generalities	4	1	3	2	We are committed to preserving this section. The average age of this section is newer than the average age of collection. Additions will be based on student/faculty needs and funding. The section can be supplemented with databases.
100-199	Philosophy	3	1	1	2	Section meets the needs of the students and faculty. If more extensive resources are needed, this section can be supplemented by databases
200-299	Religion	3	1	1	2	Section meets the needs of the students and faculty. If more extensive resources are needed, this section can be supplemented by databases
300-399	Social Sciences	2	3	3	3	This section is marginal, with many materials being older than the average age of collection. Materials will be added to support student and faculty needs within budget constraints.
400-499	Language	1	2	2	2	This section is marginal, with many materials being older than the average age of collection. This section will be added to on an as-needed basis based on faculty and student needs.
500-599	Natural Science	2	5	5	5	This section is not adequate. It is significantly older than the average age of collection and is important to the students and faculty. Additions will be made as often as budgetary constraints allow.
600-699	Applied Science	2	5	5	5	This section is not adequate. It is significantly older than the average age of collection and is important to the students and faculty. Additions will be made as often as budgetary constraints allow.

700-799	Arts and Recreation	3	5	5	5	While this section's average age is newer than the collection; there are very few graphic novels and sports books. These are two topics in this section that need budgetary dollars allocated to them to meet student needs.
800-899	Literature	2	2	2	2	The average age of this section is below the average age of this collection. This is not a highly trafficked section, and additions will be made on a limited scale
900-999	Geography and History	3	5	4	4	This section is slightly newer than the average age of the collection. More diversity is needed within the books, and we are committed to adding to and preserving this section.
92 & 920	Memoir and Biography	3	4	3	3	This section is ripe for weeding with many books that are out of date. We will make additions as funds allow.
PRO	Professional Library	1	2	1	1	This section needs to be heavily weeded. This section is not utilized by faculty or administration. Acquisitions will occur based on faculty and administration requests.
REF	Reference	1	1	1	1	We are no longer collecting reference books. This section will be entirely weeded from the collection.

Note:

- CL: Current Collection Strength
- AC: Acquisition Commitment
- GL: Collection Goal
- PC: Preservation Commitment

Ranked 1-5, with one being the weakest, 2 slightly weaker than average, 3 average, 4 slightly stronger than average and 5 strong.

Analysis of Collection by Format

The Grove Park Elementary School Media Center collects materials in these formats

- Print - hardcover and paperback
- Electronic Resources - eBooks, databases

The Grove Park Elementary School Media Center will only consider self-published materials if they meet the criteria set forth in the School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center materials. The Grove Park Elementary Media Center does not collect religious works of a devotional nature.

Special Note

The Grove Park Elementary School Media Center will be placing a large emphasis on electronic resources this year to support the faculty and students' pleasure reading and research needs during the FY23 school year. This emphasis on electronic resources will allow students to have access to a variety of materials while the school and the media center undergo a modernization project. We will resume collecting print materials during the FY24 school year.

Selection Aids

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix A), Grove Park Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Horn Book Guide - <https://www.hornbookguide.com/site/>
- Center for the Children's Book - <https://bccb.ischool.illinois.edu/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>
- School Library Connection - <https://schoollibraryconnection.com/About>
- ALA Youth Media Awards - <https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards>

Grove Park Elementary School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

Intellectual Freedom Philosophy Statement and Procedures

The Grove Park Elementary School Media Center is committed to upholding the Freedom to Read Statement from the American Library Association. The Grove Park Elementary School Media Center is committed to ensuring that its collection represents multiple points of view and does not endorse any point of view or theory.

The Grove Park Elementary School Media Center will select its materials based upon the principles outlined in this Collection Development Policy and in accordance with [School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials](#) (see Appendix A). Citizens may request reconsideration of materials contained within the Grove Park Elementary School Media Center by filling out PBSB form 1113. Reconsideration of materials will follow the School District of Palm Beach County Board [Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists](#) (see Appendix B).

American Library Association The Freedom To Read Statement

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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Procedures for Handling Complaints

In the event of a challenge by a citizen of Palm Beach County, Administration, and school personnel at Grove Park Elementary School will follow [School District of Palm Beach County Board Policy 8.1205](#) – Challenge Procedures for Instructional Materials (see Appendix B). To challenge materials, the complainant must complete the form PBSB 1113 (see Appendix C).

ALA 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.

Collection Maintenance & Weeding

The collection of materials in the library is routinely reviewed so as to maintain a current, top-quality collection that is beneficial to the needs of Grove Park Elementary. The criteria for material removal include physical condition, relevance, availability, circulation, shelf space, and format. If an item is not current, in need of repair, or does not fit the criteria any longer, the item may be removed from the collection. Weeding is an important step for the maintenance of the collection to keep it from becoming outdated. The library staff will be responsible for making the decisions on what to repair, what to reorder, and what to discard.

Gift Policy and Procedures

The Gift Book Program at Grove Park Elementary is a special way to grow our collection and recognize special events in students' lives. Parents or guardians can make a \$20 donation to the library for a special book to be selected for their child. The librarian will choose a book that he/she knows the child will love or parents can request a specific book. The book will be vetted by library staff to ensure it meets the School District of Palm Beach County selection policy 8.12. If the book does not meet the criteria set forth in policy 8.12 alternative books will be suggested. The gift book will be presented to the child during their weekly media center class. A bookplate is placed in the front of the book with the child's name and a special message written from the parents or guardian. After the child has had a chance to enjoy their gift book, they will return it to the library for other children to enjoy for years to come. Parents or guardians should fill out the gift book form and turn it into the front office with payment two weeks prior to the gift book presentation. For gift book order form, see Appendix D.

Donations

Book donations to the Media Center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it is determined that they meet the School District of Palm Beach County Selection Policy 8.12 (See Appendix A). Such materials will meet the same criteria as resources that are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the media specialist, who can consult, if needed, with the Literacy Committee assigned to provide oversight to the Media Center program.

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

Replacements

As items need to be replaced, each decision will be made by the following criteria. If an item is damaged or lost it will not automatically be replaced but will be considered for repurchase. The current criteria consists of the level of need and demand for the item, number of existing copies, and the inclusion in tools and bibliographies. The item will be searched by ISBN number to see how costly a new copy will be and from where it can be purchased.

Special Collections

Grove Park Elementary has 53 books in its special collections. These collections consist of resources varying from teaching tools and education aids to a plethora of stories and fairy tales as well as EZ reader books. Both books for teachers to use in lessons and books directly for the children are provided in this special collection. Only teachers and administrators can add to this collection. The process is streamlined by requests being accepted from faculty and staff. They have access to this special collection which is housed in the library media services office located within the district offices.

Appendix A

Policy 8.12 - Selection of Library Media Center 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. **Purpose.--** The Board believes that the selection of library media materials are 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.

3. **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.
 - a. 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.
4. **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.
5. **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.
6. **Selection Criteria**
 - a. Materials for use in school media centers or classroom library collections shall be carefully selected. 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" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
 - a. 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 District policy, District policy shall take

precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

- b. 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.
- c. 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, and be appropriate for the grade level and age group for which the material is used.
- d. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location 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.
- e. Additional criteria used in evaluating all materials include:
 - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
 - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.

- viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. 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.

RULEMAKING

AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32(2); 1001.41(1),(2) & (5); 1001.42 (28).

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

RELATED POLICIES: Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including reading List.

Appendix B

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

This Policy implements Fla. Stat. § 1006.28(2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials during the adoption process or more than 30 days after adoption of instructional materials and b): library media materials, including reading lists. This Policy also applies to challenges for classroom instructional or reading list materials that are not purchased from the Instructional Materials Allocation. 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.

These procedures are distinguished from those provided by School Board Policy 8.122 (3) (g) relating to objections to adopted instructional materials within 30 days of adoption.

1. Grievance Procedures Concerning Instructional Materials including, Library Media Materials, Reading Lists, and Supplemental Classroom Instructional Materials

- a. The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law to insure timely and objective review of instructional materials, including textbooks.
- b. 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 instructional materials including instructional materials, library media materials, and supplemental classroom instructional materials, including reading lists.
- c. The parent or resident will be provided the opportunity to proffer evidence on the grounds stated within Fla. Stat. § 1006.28(2)(a)(2), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists.
- c. Challenged materials may be removed from use in the school where the objection was initiated only 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), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists, 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."

- d. 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

- c. 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:
 - i. the school's selection procedures for these materials;
 - ii. the criteria used for the selection of these materials;
 - iii. the role that the material in question has in the school's curriculum or library media center or classroom collection; and
 - iv. whatever additional information is deemed needed regarding the item's use.
- d. 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

- c. 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 website at: www2.palmbeachschools.org/formssearch/.
- d. 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 www2.palmbeachschools.org/formssearch/ and is incorporated herein by reference as part of this Policy.
- e. 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, retain one copy, and send one copy of the completed form to the principal of the school. *Failure to sufficiently fill out the form along with complainant's signature will result in the rejection of the form and no formal review process under this subsection will be initiated.*
- f. 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.

- g. 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.
- h. 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:
 - i. 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 is 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, Teaching and Learning and/or Library Media Services.
 - ii. 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 date 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.
 - iii. 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(6)(d)(i).
 - iv. The 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.
 - v. 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 www2.palmbeachschools.org/formssearch/ and is incorporated herein by reference.

- i. 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(6) (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.
 - i. The selection criteria in Policy 8.12(6), for media center, shall be made available to all interested persons.
 - ii. The recommendation to the Principal will be based on the selection criteria in School Board Policy 8.12(6) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), and the following additional factors and criteria:
 - A. educational significance of the material;
 - B. appropriateness of age and maturity level;
 - C. need and value to the collection/curriculum;
 - D. summation of the professional reviews on the media;
 - E. literary merit;
 - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
 - G. freedom from stereotypes, bias, prejudice or distortion; and
 - H. timeliness or permanence.
 - I. 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 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.
- j. 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:

- i. allow the challenged material to maintain its current status;
 - ii. 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;
 - iii. limit the educational use of the challenged material;
 - iv. transfer the challenged material to a higher level school (e. g. elementary to a middle school); and/or
 - v. remove the challenged material from the school environment.
- b. 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.

- a. 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, Teaching and Learning, and Library Media Services and to the appropriate Regional Superintendent.
- b. 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 formal vote, recommended removal of the instructional materials to the Principal, and the decision to remove is made by the Principal.
- c. 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.*
- d. 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 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.

- e. 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:
 - ii. Representation on District Instructional Materials Committees should reflect the diversity of the District and schools.
 - ii. Individuals on the District Materials Review Committee cannot be the same as those that served on the School Materials Review Committee.
 - iii. The committee shall consist of the Assistant Superintendent of Teaching and Learning, 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, Teaching and Learning, 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.
 - iv. 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.
 - v. District Materials Review Committee Procedures
 - A. The District Materials Review Committee shall be chaired by the Assistant Superintendent of Teaching and Learning 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.
 - B. 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(6)(d)(i).
 - C. The District Materials Review Committee shall meet and *provide a recommendation with supporting reasons* to the Superintendent

within twenty (20) school work days 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 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*.

- D. 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(6) (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.

- ii. The Selection Criteria in Policy 8.12(6) (for media center materials) shall be made available to all interested persons.
- ii. The recommendation to the Superintendent will be based on the selection criteria in School Board Policy 8.12(6) (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:
 - A. educational significance of the material;
 - B. appropriateness of age and maturity level;
 - C. need and value to the collection/curriculum;
 - D. summation of the professional reviews on the media;
 - E. literary merit;
 - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
 - G. freedom from stereotypes, bias, prejudice or distortion; and
 - H. timeliness or permanence.
 - I. 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

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.

- g. 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.
- h. 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 work days 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.
- i. 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

- f. 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 a signed writing with the School Board Clerk within thirty (30) days of the decision and may request an appearance before the School Board.
- g. After notice to the appealing party, the School Board Level review shall occur at a public meeting and allow 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

- f. 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.
- g. 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.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2); 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (28)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11)(13) & (28); 1001.42(7) & (17)(a); 1001.43(2)(3); 1006.28; 1006.34; 1006.40; 1006.41; 847.012

HISTORY: 5/7/2008; 1/24/2018

RELATED POLICIES:

School Board Policy 8.122 Textbooks and Related Instructional Materials

School Board Policy 8.12 Selection of Library Media Center Materials

Appendix C



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

PBSD 1113 (Rev. 11/28/2017) ORIGINAL - Principal COPY- Objecting Party COPY - Instructional Materials

Appendix D



Gift Book Order Form

Please complete the following form and return it with your payment to the front office.

Please accept my donation of _____ library book(s) at \$20 each. Amount Enclosed \$ _____

Donor Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Name: _____ Date of Gift Book Donation: _____

Message for Book Plate(s) : _____

References

American Library Association. (2020, June 1). *The freedom to read statement*. Advocacy, Legislation & Issues. Retrieved March 23, 2022, from <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

American Library Association. (2020, September 25). *Library bill of rights*. Advocacy, Legislation & Issues. Retrieved March 23, 2022, from <https://www.ala.org/advocacy/intfreedom/librarybill>