

# **Collection Development Plan and Handbook for School Library Media Centers and Classroom Libraries 2024-2025**

*Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s.1006.283, or otherwise purchased or made available. s.1006.28, F.S. - Duties of district school board, district superintendent; and school principal regarding K-12 instructional materials.*

*\*This document reflects updates/changes as defined by HB 1069 (2023 Legislative Session)*

## **School Library Media Program Mission Statement:**

The mission of the CCPS school Library Media Program is to ensure that students and staff are effective users of ideas and information; students are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

## **School Library Media Program Goals:**

To instill in students a love of reading, an appreciation of the written word, and a desire to become lifelong learners.

To develop and foster a rich culture in oral and written English.

To provide students with free physical and digital access to diverse resources.

To provide and maintain a collection of books and non-print media materials designed digital resources

To stay current with trends in technology and implement tools that will influence students in their learning.

To help all students achieve information literacy.

To provide resources and activities for learning that represent a diversity of experiences, opinions, and social and cultural perspectives.

### **Professional Growth, Training, and State Requirements:**

Beginning January 1, 2023, school librarians, media specialists, and other personnel involved in the selection of school district library materials must complete the training program developed pursuant to s.1006.29(6) before reviewing and selecting appropriate materials and library resources. This training must be completed annually and can be accessed at

<https://www.fldoe.org/academics/standards/instructional-materials/>.

This training must be completed before reviewing and selecting appropriate materials and library resources. Certificates proving training completion are to be submitted to the Division of Learning.

Only persons who are certified as an Educational Media Specialist under rule 6A-4.0251, Florida Administrative Code (F.A.C.) are authorized to make selections of materials available to students in a school library or classroom library and books included on a recommended or assigned school, grade-level, or classroom reading list.

Library media specialists are encouraged to participate in professional development opportunities. Professional development may be obtained through the CCPS Professional Development Center, CCPS Media Professional Learning Community, Florida Association for Media in Education (FAME) Annual Conference, American Library Association (ALA) Conferences, International Rea







completed “Permission: Library Materials Interlibrary Loan from Older Grade Bands” form, which can be found in the appendix of this handbook.

**Procedures of the School Media Advisory Committee (MAC):**

Library collection development requires the input of stakeholders

2. Criteria for Weeding Materials:
  - Outdated or inaccurate information
  - Damaged material beyond repair or poor quality
  - Unneeded duplicates
  - Material has consistently low circulation (excluding titles relating to School Board Policy 2520)
  - Material is not age-appropriate for the school community
  - Material includes information that is biased
  - Material is irrelevant to the needs of students and staff
  - Subsequent editions of the book have been added
3. Discards: Materials weeded from the

gifts and donations (monetary or physical) brought to the school become the sole property of the school, and the donor relinquishes all rights to the donated money or materials.

For tax purposes, the media specialists cannot appraise donated materials. However, a receipt may be issued for monetary donations upon request.

### **Student Assistants and Volunteers:**

Well-chosen, trained, and supervised student assistants can be an asset to the School Library Media Program.

#### Benefits to the Student Assistants:

- Satisfaction of participating in a school activity
- Recognition for service
- Increased mastery of media skills and knowledge of materials
- Exposure to career opportunities

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## **Student Fines:**

No CCPS student will be charged a fine for the late return of a book.

Students may, however, be fined if they return a book that is damaged beyond repair or if the student misplaces or fails to return a book. The student will be responsible for paying the replacement cost of the book.

When a student moves from one school to another within the district and within the same grade-band, the fee for missing or damaged media books will follow him or her to the new school. However, once a student leaves the grade-band and graduates to a new grade-band school, the media fines from the previous grade-band will be removed from the student's record in Destiny. This will happen at the following times:

When a student leaves 5th grade and enters 6th grade

When a student leaves 8th grade and enters 9th grade.

## **Budget:**

### Project 107 Library Books:

This allocation is based upon student enrollment at each school site.

Monies are awarded by the state, to the district specifically for this project and are dispersed and used solely for the purchase of library materials in print and digital formats.

Allocations will

These funds may be spent on books (print/digital); online databases, supplies, periodicals, out-of-county travel, audio-visual materials, and non-capitalized furniture and software.

These funds are accessed through purchase order requests submitted to the school bookkeeper

These funds must be spent during the current school year and cannot be rolled over to the next year's budget.

### **Copyright:**

The School Board directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law. In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative procedures regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's website.

Because the Board hosts a website and stores information on it at the direction of users, it is classified as an online service provider for copyright purposes. In order to limit the Board's liability relating to material/ information residing, at the direction of a user, on its system or network, the Board directs the



material that is subject to an objection. If the school board denies a parent the right to read passages due to content that meets the requirements under sub-sub-subparagraph b.(l), the school district shall discontinue the use of the material. If the district school board finds that any material meets the requirements under sub-subparagraph a. or that any other material contains prohibited content under sub-sub-subparagraph b.(l), the school district shall discontinue use of the material.

**Committees:**

Per HB 1069 (2023 Legislative Session), meetings of committees convened for the purpose of resolving an objection by a parent or resident to specific materials must be noticed and open to the public in accordance with s. 286.011.

Any committees convened for such purposes must ~~be~~ ~~open~~ ~~to~~ ~~the~~ ~~public~~ ~~in~~ ~~accordance~~ ~~with~~ ~~s.~~ ~~286.011.~~

## **Multi-Media Use and Audio Visual Procedures: In Accordance with SB Policy 2540:**

The purpose of this policy is to establish consistent procedures for the use of multi media (MM)/audio-visual (AV) instructional materials for classroom instruction. Instructors bear responsibility for full compliance with the following:

The instructional use of audio-visual materials must comply with the following:

- Support and be consistent with the School Board educational goals, policies, and specific course objectives;
- Adhere to copyright laws (see Copyright: A Guide to Information and Resources by Gary Becker, a noted expert in copyright laws);
- Reflect best practices based on age-appropriateness and instructional relevance.

MM/AV instructional materials must:

- Withstand a school-level review/selection;
- Undergo scrutiny prior to use. The instructor's responsibility is to view and/or listen to materials, assuring compliance with this policy.

Videos from outside the school collection must:

- Have the approval of the principal or designee prior to student viewing;
- Adhere to F.S. 1006.34(2)(b) which prohibits the showing of movies that are not age-appropriate.

Instructional leaders will review the District MM/AV use policy, annually, with new and returning teachers. The principal (or designee) will make substitute teachers aware of th(s)1(i)8 (n Tc 0 Tw0 Td0.004 Tc -0.004( )Tj-0.003 (t)0.004 Tw 0D.r0 Td( ))(a)0.00h .

consistent



All forms for MM/AV Policies are found on the District Website on the Division of Learning [Documents and Resources](#) page.

MM/AV materials selected for student instruction and classroom use must be age-appropriate and relevant to the specific instructional goal(s).

MM/AV materials in the school collection and those selected for use from outside the school collection must be chosen based on personal preview, reviews and/or recommendations from professional publications, or have been recommended for use by the District.

No advance notification is requested for MM/AV materials that accompany an adopted textbook series in use in the District. Teachers wishing to use MM/AV (instructional materials must comply with School Board Policy 2540. Any exception must follow the following procedures:

Teachers are required to complete (electronically) form MM/AV 1, Notification for Intent to Use MM/AV Instructional Materials, and form MM/AV 2, Lesson Plan Guide for MM/AV Materials.

After completion of forms 1 and 2, the teacher sends them, electronically, to the principal or his/her designee for review.

The principal or his/her designee is to review the forms promptly. If questions arise as to the connection of the curricular materials, the principal/designee is to discuss the topic with the teacher. The material in question should be available for review.

The principal/designee will complete MM/AV Form 3 Principal Review of MM/AV Materials.

All correspondence (forms and attachments) should be kept on file (digitally or paper copy) by the principal or principal's designee for a period of four (4) years.

If the principal/designee denies the use of the MM/AV materials, the principal will submit the rationale for denial electronically to the teacher.

**Teacher Appeal:** A teacher who does not agree with the principal's/designee's determination has the right to pursue remedies available under the Academic Freedom provisions. The teacher may ask for a Division of Learning (DOL) review with the appro 0.232 TD1.ia80.232 Te'se50.004





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**Part 1:**

is prepared in order to assist a parent or resident of the county with the submission of an objection to a \_\_\_\_\_ The following information is prepared in order to assist a parent or resident of the county with the submission of an objection to a \_\_\_\_\_

The following individual(s) may object to material(s) used in a classroom, material(s) made available to students in a school, or classroom library or material(s) included on a school or classroom reading list:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

material must do the following: A parent/guardian or resident (petitioner) who has an objection to a specific n

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If you do not complete and return the form, the Division of Learning Standards will receive no information from you. If committees convened for the purpose of resolving an objection by a parent/guardian or resident to specific materials are unable to resolve the objection, the District will refer the objection to the State Board of Education. If the material objection is not based on a prohibited category under 8A.701, Florida Statutes, the District will refer the objection to the State Board of Education. If the material objection is based on a prohibited category under 8A.701, Florida Statutes, the District will refer the objection to the State Board of Education. The Board will then determine if the material is appropriate for use in the District. The Board will then determine if the material is appropriate for use in the District. The Board will then determine if the material is appropriate for use in the District.

Address those challenges. **NOTE: In the case where multiple challenges are received simultaneously, the district will prioritize challenges based on the number of challenges received.**

**Introduction**

The purpose of this document is to provide information regarding the process for challenging instructional materials.

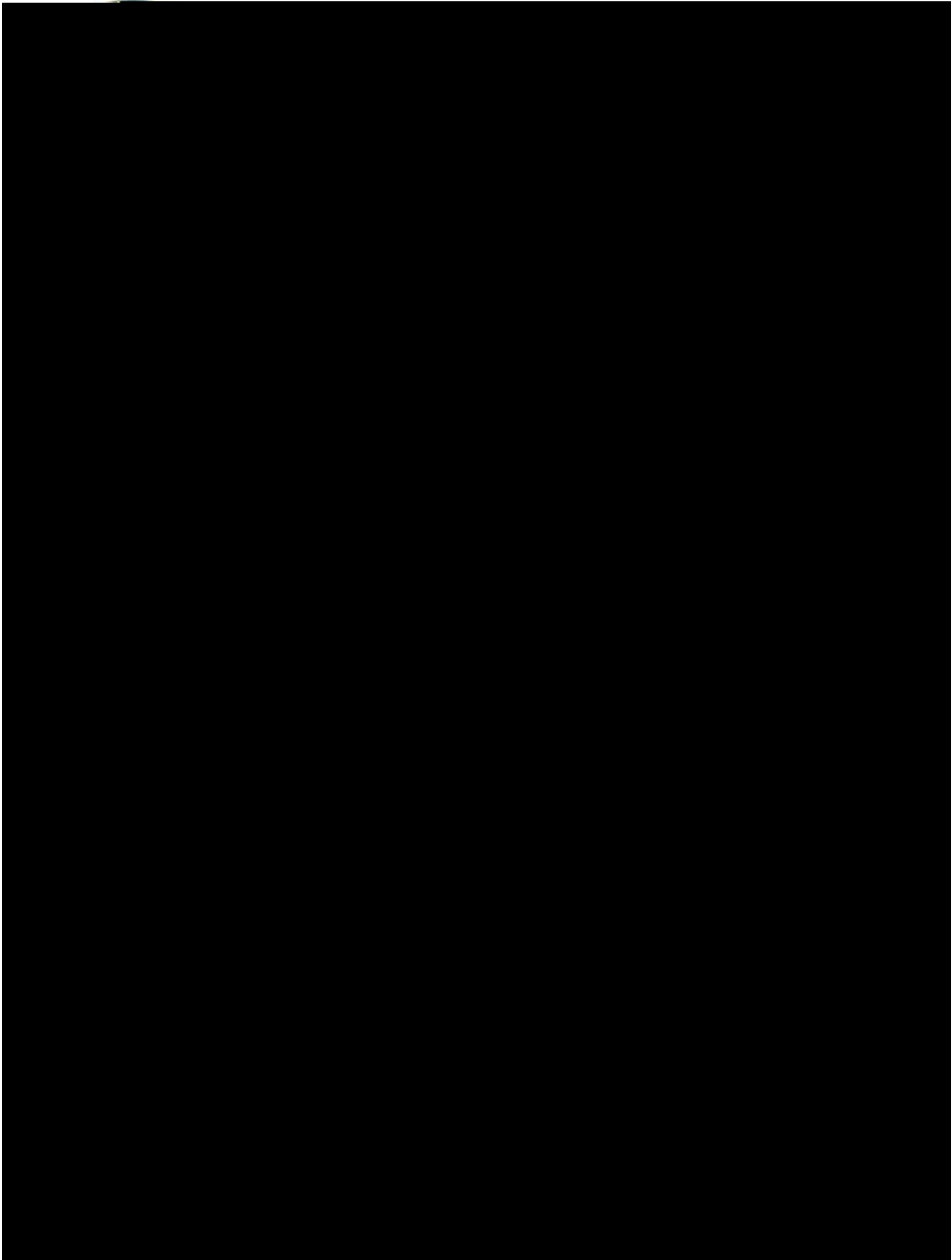
1. Materials used in the classroom in the district, except for instructional materials defined in 8A.701, Florida Statutes.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.
4. Instructional materials adopted and made available to students without the use of a textbook.



Section 2: Parent or Resident Information

Check the box that applies to you. Check all that apply.

| Address                        |                                   |
|--------------------------------|-----------------------------------|
| Street                         | City                              |
| State                          | Zip                               |
| <input type="checkbox"/> Home  | <input type="checkbox"/> Parent   |
| <input type="checkbox"/> Other | <input type="checkbox"/> Resident |







Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Requested Book Title and Author: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian contact information: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_\_

Sending Media Specialist Name: \_\_\_\_\_

Receiving Media Specialist Name: \_\_\_\_\_

Action Taken: \_\_\_\_\_



CHARLOTTE-MECKLENBURG

### School Library and/or Classroom Library Materials Limited Student Access Form

*"Each district school board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or*

*When a parent or guardian wishes to restrict access to school library or classroom materials,*

**Please submit only one material title per form.**

SCHOOL:

Date of this form:

Date submitted:

Student #:

Student Name:

Parent/Guardian Name (print):

Parent/Guardian Signature:

#### Restricted Access Request:

Check one:

Material

Material Title:

School Library

Material Author:

Class/Period/Year/Volume:

Date note added to Destiny file:

Classroom Teacher:

School Library Media Specialist Signature:

Classroom teacher, as applicable. The Principal/Decision

\* A copy of this signed form is to be provided to the parent and school library media spe