

Clay County District Schools

Green Cove Springs, Florida

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Library Media Services Manual

Including a description of state and district policy regarding selection, funding and allocation of media and library materials.

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TABLE OF CONTENTS

Preface	1
Statutes, Guidelines and Standards	1
State Library Media Training	1
Copyright	1
Personnel Responsible for Selection	2
Collection Development	2
Selection Criteria	2
School Library Media Advisory Committee	4
Comprehensive Plan	4
Inventory/End of Year Procedures	4
Weeding Overview	5
Discard Process/Surveying Equipment	6
Collection Access for Students	6



Library Media Services

Clay County District Schools

Preface

The Library Media Services Procedure Manual is designed to be a guide for library media staff throughout the county. It provides a guideline for school faculty and staff to refer to with questions about the CCSD library services.

The primary objective of the library media center is to implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view.

The Library Media Services Policy Manual will be reviewed annually by the School Board.

Statutes, Guidelines and Standards

Florida Statute 1006.28 (1) (d)

(d) *School library media services; establishment and maintenance.*—Establish and maintain a program of school library media services for all public schools in the district, including school library media centers, or school library media centers open to the public, and, in addition such traveling or circulating libraries as may be needed for the proper operation of the district school system. Upon written request, a school district shall provide access to any material or book specified in the request that is maintained in a district school system library and is available for review.

State Library Media Training

In 2022, section 1006.29 (6) was amended by House Bill 1467 to require the Department of Education to develop an online training program for librarians, media specialists and other personnel involved in the selection and maintenance of library collections and materials on reading lists. Beginning January 1, 2023 this training must be taken annually by such persons before reviewing and selecting library materials.

No later than July 1, 2023, and annually thereafter, each superintendent must certify that all school librarians and media specialists employed by the district have completed the online training program.

Copyright

Infringement of copyright protection is a violation of federal law. The CCDS complies with all federal copyright laws. **It is the responsibility of each principal and library media specialist to inform the faculty and staff of current copyright laws concerning print and non-print materials.** The library media specialist should document annually how the information has been presented to the school. The library media specialist is not a “copyright policeman.” Enforcement of copyright is the administrator’s responsibility.



Library Media Services

Clay County District Schools

Personnel Responsible for Selection

HB 1467 signed by the Governor on March 25, 2022 and became effective on July 1, 2022 requires that each material in a school library or assigned school- or grade-level reading list be selected by a certified educational media specialist who holds a valid educational media specialist certificate, regardless of whether the book was purchased, donated, or otherwise made available to the students.

Beginning January 1, 2023, each school district shall provide training to school librarians, and 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.

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.

Collection Development

Library collection development can be defined as “the ongoing process of systematically building high-quality print and non-print information resources to meet the informed needs of a particular district or school.” Collection development primarily focuses on the acquisition of print, non-print, and other library materials by a trained librarian or school library media specialist for school staff, students and community stakeholders.

The library media collection is developed in accordance with the district's educational media materials selection policy and Florida statute 1006.28.

Each elementary school must publish on its website, in a searchable format prescribed by the department, a list of all materials maintained in the school library media center.

Three Goals of Collection Development

1. A good collection development policy provides guidelines for the selection of materials for the library that are balanced. Examples of a balanced collection include fiction, nonfiction and the inclusion of opposing viewpoints.
2. Collection development also provides guidelines for retention, preservation, and archiving of materials.
3. Collection development policies describe the ongoing process for removal of inappropriate materials including the regular removal or discontinuation of books based on criteria provided in s. 1006.28(2)(d), F.S.

Selection Criteria

Materials should be selected by certified educational media specialist considering recommendations from school community stakeholders and reputable, professionally recognized reviewing periodicals. These materials should support the school's curriculum and contribute to the learning goals of teachers and students. Selections should include a wide variety of materials, both print and non-print.



Library Media Services

Clay County District Schools

No library material shall be used, distributed, or made available to students if it contains content that can meet the requirements found in the “harmful to minors” statute. Districts should err on the side of caution with regards to material that is potentially harmful to minors and in violation of s. 847.012, Florida Statutes.

The material selection procedures for developing library media center collections noted below must be posted on the website for each school within the district.

All library media centers share three basic goals:

- To meet the needs of reader interest
- To support the state academic standards and aligned curriculum
- To support the academic needs of students and faculty

Book and media selections must meet the criteria in s. 1006.40(3)(d):

- Free of pornography and material prohibited under s. 847.012
- Suited to student needs and their ability to comprehend the material presented
- Appropriate for the grade level and age group for which the materials are used or made available

Media considered for purchase are judged on the basis of the following criteria:

- Purpose – overall purpose and its direct relationship to instructional objectives and/or the curriculum
- Reliability – accurate, authentic
- Quality – writing and/or production of merit
- Treatment – clear, comprehensible, skillful, convincing, well-organized
- Technical production – aurally and visually appealing, well-crafted, up-to-date
- Construction – durable, manageable, functional, attractive, well-packaged, safe
- Special features – useful illustrations, photographs, maps, graphics, charts, graphs, documentation, sound, user-friendly
- Possible uses – individual, small and large group instruction, in-depth study

When choosing materials for the library media center, choose materials that are age appropriate by taking into consideration the ages, grade-levels, levels of maturity, reading levels and special curricular needs and programs of your school or district. Materials should reflect all levels of abilities from struggling readers through those that are advanced. Special curricular needs may include materials for English language learners, gifted learners, and schools that may have specialized programs such as technology magnets, and advanced programs.

Section 1006.28(2)(d)2, F.S., states that the consultation of reputable, professionally recognized reviewing periodicals and school community stakeholders is required. Consultation with stakeholders and professional periodicals can provide information helpful to ensure the selection criteria set out in statute, rule, and policy are met.



Library Media Services

Clay County District Schools

School Library Media Advisory Committee

It is recommended that a School Library Media Advisory Committee be established. The members of this committee will receive instruction annually by the library media specialist and meet at least twice a year.

This committee may consist of:

- Principal or principal's representative
- Media specialist(s)
- Teachers – at least one per grade level/department
- Parent of a student at the school (Minimum of one)
- Students (when appropriate).

The School Library Media Advisory Committee's activities may include:

- Assisting with book fairs and other community activities that strengthen or promote the media program
- Review and make recommendations on challenged materials and resources
- Providing leadership in collaborative teaching
- Promoting resource-based learning
- Soliciting purchasing recommendations from other teachers and students
- Consulting recommended selection tools
- Recommending purchase priorities in light of available funds using District guidelines

Comprehensive Plan

Every library media specialist should make plans for the library media center for the upcoming year. A written comprehensive plan is an effective way to show the principal, staff, and School Improvement Committee the needs of your media center.

This plan should include goals, objectives, an action plan, and evaluation. Items which could be included are the addition of networked computers for student/teacher use, maintenance of state standards for library materials, replacement of worn or broken equipment, addition of new technologies, professional development activities, etc.

This plan should be written and shared with the principal before the principal begins planning for the school's budget year. One copy of your plan should be discussed with your principal and one copy should go to the District Instructional Media Services Specialist. The Comprehensive Plan will be completed annually in the Spring.

Inventory/End of Year Procedures

A complete and accurate inventory of all materials and equipment must be taken each school year and recorded. The library media specialist and the media technical assistant, along with library media volunteers, are responsible for conducting this inventory. Clay County District Schools requires an inventory report to be submitted to the District Instructional Media Services Specialist and the local designated school administrator.



Library Media Services

Clay County District Schools

Inventories will be started at the beginning of each school year by the District Instructional Media Services Specialist. School media specialists will need to notify the District Instructional Media Services Specialist of completion of the inventory in order for it to be finalized.

Required by Florida State Statutes, completing an inventory:

- Helps assure appropriate selections by identifying weak areas or gaps in the collection
- Helps assess the extent to which students and teachers are provided a wide variety of resources suitable to different learning styles and curriculum areas
- Helps identify resources that need minor repairs or those that should be discarded (physical condition, outdated or inaccurate materials, duplicate copies)
- Assists Clay County District Schools and the Florida Department of Education in assessing the current status of media collections in the schools and in relating to the legislature the need for financial resources
- Serves as documentation for insurance purposes in case of a disaster.

All items owned by the school, barcoded with Follett Destiny-compatible barcodes, housed in the library media center or other school location must be inventoried and accounted for.

Weeding Overview

Weeding (also known as deselection) is an essential part of collection development; weeding ensures that the library media center materials are current, useful, and accessible. All library media centers are limited by the amount of space available to house materials; weeding is a continuous evaluation of resources intended to remove items that are worn out or no longer useful from the collection. Media centers 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, and out-of-date content.

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Media centers provide for the regular removal; or discontinuance of books based on, at a minimum:

- Outdated content
- Circulation Data
- Age appropriateness of material for the school community
- Information that is biased, racist, or sexist
- Relevance of the material to the needs and interests of students and staff
- Availability of an updated copy of the material
- Multiple copies of the same title and circulation data
- Availability as an online database
- Physical condition of the material



Library Media Services

Clay County District Schools

Discard Process/Surveying Equipment

The final decision to discard materials from the library media collection is made by the media specialist. Weeded materials must be physically removed from the library media center collection.

Teachers may choose any discarded materials for special classroom collections if the information in the text is accurate and the material is appropriate. Any materials to be discarded should be boxed, marked as discarded library books and placed with discarded textbooks at your school.

[Disposal of Instructional Materials: Florida Statute 1006.41](#)

When a piece of equipment is damaged beyond repair or is outdated and no longer serves a viable purpose in the instructional program, it may be surveyed. Contact the property administrator in your school before you survey equipment.

Collection Access for Students

As parents are the ultimate decision maker for their child(ren), CCDS strongly supports a parent's right to determine titles that are appropriate or inappropriate for their child to read. At the start of each school year, parents must decide if their child has permission to check out titles from the school's collection. Parents can also elect to receive a daily email in order to remain updated on their child's library activity.

CCDS recognizes that each family views book subject matter and content differently. Book titles vary in subject matter and content. To ensure that parents approve of their child accessing titles with more mature content, titles flagged as mature will require parents to select the Unlimited Library Access option on the Secondary Library Book Access Level form. The Board approved community standards are to help ensure that parents are able to make more fully informed decisions about what their student is reading and is considered appropriate by each parent.

- General access: General Access provides access to check out library books excluding titles that may be flagged Parental Advisory Status. This access level serves as the default pending parental selection of other options.
- Unlimited access: This option allows secondary students unlimited access to all materials in the library, including the secondary books that may be flagged as Parental Advisory Status.
- Limited access: Provides parents with the ability to limit their child's access to certain books in the library.
- No access: Student is prohibited by their parent(s) from checking out books from the library.
- Daily Emails: A parent may opt to receive daily afternoon emails listing materials checked out by their student.