



POLICY 8.12

4-B I recommend that the Board adopt the proposed revised Policy 8.12, to be renamed "Selection of Library Media Center Instructional Materials and Supplemental Classroom Instructional Materials."

[Contact: Meezie Pierce, PX 45114.]

Adoption

CONSENT ITEM

- The Board approved development of this revision on April 2, 2008. An additional sentence regarding appropriateness was added to lines 121-123, by request of the Board at the April 2, 2008 meeting.
- It is recommended that the existing text of this Policy be deleted and that new, more-detailed text be inserted, as shown on lines 19-148. The title would be revised to reflect the amendments.
- The revision would expand and clarify the provisions concerning selection, management, challenge, and removal of instructional materials in library media centers; supplemental classroom instructional materials; and use of the library media materials allocation. Detailed selection criteria are proposed in Section 6.
- A related new Policy, 8.1205, is also proposed on today's agenda as 4-C: "Challenge Procedures for Instructional Materials."

POLICY 8.12

~~SELECTION AND DISPOSITION OF LIBRARY MEDIA CENTER~~ ~~INSTRUCTIONAL MATERIALS AND SUPPLEMENTAL CLASSROOM INSTRUCTIONAL MATERIALS~~

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4 1. ~~The Board believes that the selection, challenge, and removal of instructional~~
5 ~~materials are within its jurisdiction in accordance with appropriate statutory and~~
6 ~~constitutional laws.~~

7 2. ~~Instructional materials for use in school media centers or classrooms shall be~~
8 ~~carefully selected, using the criteria outlined in the "Library Bill of Rights" and~~
9 ~~District procedures for adoption or selection of instructional materials used in~~
10 ~~schools and shall portray the cultural diversity of our society. Representation on~~
11 ~~District and School Instructional Materials Committees should reflect the diversity~~
12 ~~of the District and schools. Training for instructional materials selection should~~
13 ~~address multicultural education.~~

14 3. ~~Any complaint arising out of the use of materials in a school shall be registered with~~
15 ~~the principal of the school.~~

16 4. ~~Grievances Concerning Instructional Materials.~~ ~~The Superintendent or designee~~
17 ~~is authorized to establish and administer procedures in accordance with federal~~
18 ~~and state law to ensure timely and objective review of instructional materials.~~

19 1. **Adequate Instructional Materials.** ~~-- Instructional materials for the Library Media~~
20 ~~Center including print, non-print, serials [periodicals], electronic resources,~~
21 ~~computer software, video images, films, and instructional television programs~~
22 ~~represent fundamental resources selected for schools to support instruction,~~
23 ~~promote reading, further the pursuit of knowledge through research and~~
24 ~~exploration, and provide information literacy experiences of educational~~
25 ~~significance for class groups, individual students, teachers and administrators. This~~
26 ~~policy does not apply to internet access. It is the shared responsibility of the State,~~
27 ~~District and school, *within budgetary constraints*, to provide an adequate number~~
28 ~~and range of library media materials and resources in a variety of formats that are~~
29 ~~appropriate, timely, and essential to the attainment of specified educational~~
30 ~~objectives subject to District policy. It is also the responsibility of the State and~~
31 ~~District *and school* to provide library media materials that represent the diverse~~
32 ~~cultures, ethnic groups, languages and religious beliefs of the community and that~~
33 ~~are free of bias, stereotypes, distortions, and prejudices.~~

34 2. **Purpose.** ~~-- The Board believes that the selection, challenge, and removal of~~
35 ~~instructional materials are within its jurisdiction pursuant to relevant statutory and~~
36 ~~constitutional laws. The library media center, within budgetary constraints, shall~~
37 ~~contain a comprehensive collection of materials and equipment, in a variety of~~
38 ~~media formats that are accessible to students during the school day, to:~~

- 39 a. Promote the development of life-long reading habits and information literacy
40 skills in students:
- 41 b. Provide a broad background of information resources in areas of knowledge:
- 42 c. Support the general educational goals of the District and the objectives of
43 specific courses, including materials that represent diverse points of view in
44 order that young citizens may develop, under guidance, the practice of critical
45 analysis of media and intellectual integrity in forming judgments:
- 46 d. Meet the personal needs and interests of students, including materials that:
47 nurture the development of recreational reading/listening/ viewing, cultural
48 appreciation, and aesthetic values; represent the many religious, racial, ethnic,
49 linguistic, and cultural groups in our society and reflect their contributions to
50 the heritage and culture of our civilization; foster respect for the diverse roles
51 available to women and men in today's society; and provide access to
52 materials in heritage language as stipulated by the META agreement.
- 53 e. Support the professional needs of teachers and administrators; and
- 54 f. Introduce new instructional technologies into the learning environment.
- 55 3. **Choice.**-- Library media materials and supplemental classroom instructional
56 materials are available to students and staff as optional resources and are usually
57 not mandatory reading as is the case with textbook instructional materials.
- 58 a. Library media that is sensitive or mature may not be appropriate for all readers
59 in a school but remains a part of the collection to address the needs of some
60 of the reading community if it meets the selection criteria of the school.
61 Educators and library media specialists should be sensitive to the reading
62 level, belief system, interest level and maturity level of students when helping
63 make selections for individuals, reading aloud to groups, or when having
64 whole class participation in a reading project. If a parent or adult student states
65 a reasonable objection to library or classroom reading material assigned to an
66 entire class, provision will be made for the student to have comparable
67 instruction through an alternate reading assignment without penalty.
- 68 b. For the purposes of this Policy and Policy 8.1205, supplemental classroom
69 materials are defined as print and non-print materials in different formats (e.g.
70 books, DVDs, electronic storage) that are usually optional but are used as
71 adjuncts to enrich and augment the required reading materials in a class or
72 subject area.
- 73 4. **Use of Library Media Materials Allocation.**-- School principals are responsible for
74 insuring that operating budget and state categorical funds are used to purchase
75 library media materials that reinforce instruction and stimulate leisure reading for

76 the students enrolled at the grade level(s) for which the materials are designed and
77 to effectively communicate to parents the manner in which materials are used to
78 implement the curriculum of the school under Fla. Stat. §1006.28(3)(a).

79 5. **Management of Library Media Instructional Materials.**-- Following practice and
80 precedent, the school library media centers in Palm Beach County will arrange
81 media and materials according to the Dewey Decimal Classification System.
82 *Library media materials acquired with funds from the General Appropriation Act of*
83 *the State of Florida are to be cataloged and inventoried as part of the library media*
84 *collection. Library media materials may be inventoried in one to three year cycles.*

85 6. **Selection Criteria**

86 a. Instructional materials for use in school media centers or classroom library
87 collections shall be carefully selected. A choice of materials that support the
88 instructional program and promote reading shall be available to students and
89 professional staff to allow for varying achievement levels, interests, and
90 teaching/learning styles. Each school shall, in conjunction with the "Library Bill
91 of _____ Rights" (www.ala.org/ala/oif/statementspols/statementsif/
92 librarybillrights.htm) of the American Library Association ("ALA") and District
93 policy, establish procedures for the evaluation, selection, management, and
94 disposal of library media materials in conformance with this policy and Policy
95 8.1205 and shall record such in the school's collection development policy.

96 b. The "Library Bill of Rights" referenced herein is to be used as a suggested
97 guideline. To the extent that there are inconsistencies between the guidelines
98 in the "Library Bill of Rights" and District policy, District policy shall take
99 precedence and shall govern the selection, retention and disposition criteria of
100 instructional materials for library media centers and classrooms.

101 c. Selection of materials shall also be consistent with the provisions in the School
102 Board's collective bargaining agreement with CTA relating to academic
103 freedom and responsibilities—Article II, Section K—to the extent those
104 provisions are applicable.

105 d. In conjunction with the selection criteria above, library media specialists,
106 teachers and administrators at each school location shall evaluate and select
107 print and non-print materials for the library media center and classroom using
108 several of the criteria outlined below, as appropriate for the media type.
109 However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below
110 (relating to obscenity and copyright) must be two of the criteria used in the
111 evaluation of all materials.

112 i. PROFESSIONAL REVIEWS.-- Print or non-print media including video
113 footage that have been favorably reviewed by two or more professional
114 sources such as a *School Library Journal*, *Horn Book*, *Booklist*, and/or

- 115 Children's Catalog.
- 116 ii. EDUCATIONAL SIGNIFICANCE.-- Material is valuable to an individual
117 course of study or to the library media collection; the degree to which the
118 material would be supplemented and explained by mature classroom
119 instruction.
- 120 iii. APPROPRIATENESS.-- Material is geared to the age, maturity, diverse
121 interests, and learning levels of students for whom it is intended. Reading
122 levels and lexiles are considered to provide a range of material that
123 challenges the student and guides their selection process.
- 124 iv. ACCURACY.-- Nonfiction information is correct, recent, and objective.
- 125 v. LITERARY MERIT.-- Fiction that has a noteworthy plot, setting,
126 characterization, style and theme.
- 127 vi. SCOPE.-- Content is covered adequately to achieve its intended purpose.
- 128 vii. AUTHORITY.-- The author, editor, or producer has a superior reputation
129 for producing materials of this nature.
- 130 viii. SPECIAL FEATURES.-- The item has maps, charts, graphs, glossaries,
131 and/or other learning aids that support the content, are unique or are
132 valuable.
- 133 ix. TRANSLATION INTEGRITY.-- Material translated from one language to
134 another maintains the stylistic characteristics of the original.
- 135 x. ARRANGEMENT.-- Concepts are presented in a logical sequence and in
136 a way that assures learning.
- 137 xi. TREATMENT.-- Typeset, visuals, style, and/or medium captures and
138 holds the student's attention.
- 139 xii. TECHNICAL QUALITY.-- Sound is clear and audible; visuals project
140 clearly.
- 141 xiii. AESTHETIC QUALITY.-- Material is superior to similar items in
142 attractiveness and presentation of content.
- 143 xiv. POTENTIAL DEMAND.-- Item has particular timeliness or popular appeal.
- 144 xv. DURABILITY.-- Material has the potential for frequent use or is of a nature
145 that it will be considered consumable.
- 146 xvi. OBSCENITY.-- No books or other material containing hard-core

147 pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be
148 used.

149 STATUTORY AUTHORITY: ~~§ 230.23(17); 230.23005, Fla. Stat.~~ Fla. Stat. §§
150 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (23).

151 LAWS IMPLEMENTED: ~~§ 230.03(2) 230.23(7); 230.33(9); 233.43; Fla. Stat.~~ Fla. Stat.
152 §§ 1001.32(2); 1001.42(7) & (17)(a); 1001.43(2)(3); 1006.28;
153 1006.34; 1006.40; 1006.41; 847.012.

154 HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; / 2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.12 and finds it legally sufficient for adoption by the Board.

Attorney

Date