



Policy 4120

Library Media/Innovative Learning Commons

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (“SCHOOL BOARD”) RECOGNIZES THAT AN EFFECTIVE SCHOOL LIBRARY MEDIA PROGRAM IS AN INTEGRAL PART OF ITS EDUCATIONAL SYSTEM AND SEEKS TO SERVE THE NEEDS OF INDIVIDUAL SCHOOLS BY PROVIDING LIBRARY MATERIALS AND SERVICES IN TYPE, LEVEL, AND SUBJECT MATTER COMMENSURATE WITH THE GOALS OF THE SCHOOL AND COMMUNITY BEING SERVED.

AN EFFECTIVE SCHOOL LIBRARY MEDIA PROGRAM INCLUDES A CERTIFIED LIBRARY MEDIA SPECIALIST THAT FACILITATES THE INSTRUCTIONAL AND OPERATIONAL MANAGEMENT OF THE SCHOOL LIBRARY PROGRAM AND CREATES A LEARNING ENVIRONMENT THAT MERGES THE BEST OF THE PHYSICAL AND DIGITAL WORLDS. INNOVATIVE LEARNING SPACES SHOULD BE INCLUSIVE OF BUT NOT LIMITED TO SMALL GROUP SPACES, MAKER SPACES, STEM ACTIVITIES, COLLABORATIVE TEACHING SPACES, AND TECHNOLOGY INTEGRATION.

I. ACCESS TO LIBRARY MATERIALS

- A. School media centers must provide equity of access to library media materials that eliminate educational barriers based on national origin, race, color, religion, disability, age, or other protected group status; and that are free of bias, stereotypes, distortions, and prejudices. This includes the ability to obtain information in a variety of formats- electronic, as well as print.
1. All school media centers provide a physical and virtual learning library.
 2. All school media centers' resources and services are to be accessible to students and teachers throughout each school day that students are in attendance and shall provide for large and/or small group instruction, as well as independent study.
 3. The school media centers' resources and services may also be available for additional blocks of time when use of the center and services substantiates the need.
 4. Circulation of materials to students may be terminated two to three weeks before the end of the school year, but the school media center must remain open for use by students and teachers.

- B. Each school must publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of all materials maintained in the school media center and classrooms or required as part of a school or grade-level reading list. The format that must be used for materials maintained in a school media center which can be checked-out or used by a student in any school grade level must:
1. Identify the type of material maintained in the school media center by categories, such as books, eBooks, periodicals, and videos; and
 2. List, at a minimum, the following information:
 - a. The title and author for books and eBooks;
 - b. The name or title for periodicals and videos; and
 - c. The title for any other material maintained in the school media center.
 3. Books and eBooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.
- C. Each school must post on its website a copy of an "Opt-Out Form" or a link to same. Parents may submit their request to limit their student's access to materials in the school or classroom library by submitting a completed Opt-Out Form to the school principal.

II. COLLECTION AND SELECTION OF LIBRARY MATERIALS

- A. The collection and selection of library media materials is governed by statutory and constitutional law. As such, each material in a school media center, classroom, or assigned school-or grade-level reading list must be selected by a certified library media specialist. The school media center contains a comprehensive collection of materials and equipment, in a variety of media formats.
1. The school media center offers a professionally curated collection of resources selected based on their authority, currency, relevance, scope, and relationship to other items in the collection. An effective school library program is guided by a selection and evaluation plan for collection development and the school allocates funding for the enhancement of the school library collection.
 2. A collection is systematically developed and organized within the school media center with expanded access to resources outside the school through collaboration with other libraries and agencies.

3. A collection provides a wide variety of print, digital, and other electronic resources that have been carefully created and/or selected and vetted according to the district and school collection development policy and in accordance with state law.
 4. The school provides a balanced collection of 15,000 (10,000 at elementary schools) useable library volumes, or at least 10 volumes per student if school enrollment is less than or equal to 1,500 (1,000 elementary schools).
 5. No more than 50% of the collection has publication dates older than 15 years.
 6. 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.
 7. 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 students. Schools are expected to meet the district's guidelines for expenditures from local funds of \$9.60 per pupil for elementary and middle schools, and \$12.80 per pupil for high schools and centers.
 8. The School Board, by and through the appropriate department(s), shall adopt procedures for developing library media collections and post the procedures on the website for each school within the district.
- B. The collection and selection of library materials align to the school's educational goals and objectives by providing resources that support the entire school community. The School Board shall:
1. Provide a comprehensive collection of instructional materials which support the curriculum, and consider the individual's needs, varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
 2. Provide materials for teachers and students which encourage growth in knowledge, and develop literary, cultural, aesthetic appreciation, and ethical standards.
 3. Provide a venue to explore questions that arise out of personalized

learning opportunities and individual curiosity and interest, thus promoting the development of lifelong reading habits and information literacy skills.

4. Engage learners in safe and effective information literacy skills to collaborate, create, and communicate information.
5. Provide a venue where all users learn how to find and evaluate information to ensure its reliability, to think independently, and make informed decisions about the information they encounter.
6. Provide a space and resources to support the well-being of the school learning community.
7. Provide an environment that seeks to educate young people to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and The Bill of Rights, and to instill appreciation of the values of individuality in an atmosphere that is free from censorship and artificial restraints upon inquiry and learning, and in which academic freedom for students is encouraged.

C. While library media material selection is the responsibility of the certified media specialist and principal, the formation of a Library Media Committee will give voice to representative stakeholders. The school's Library Media Committee serves in an advisory capacity for school library programming, collection management, and/or to address questionable or challenged materials. The Library Media Committee shall be comprised of an odd number of voting members, not less than five. The Library Media Committee shall develop additional written procedures regarding selection and use of educational media to meet the needs of its school community, review and provide input on materials to be purchased or gifted to the collection, and to promote the library program.

1. Library Media Committee members will be selected by the principal and/or administrative designee, in tandem with the school library media specialist.
2. The Library Media Committee will include the principal and/or administrative designee and the library media specialist, who will be responsible for chairing the committee. Additional members may include applicable content-related coaches, department or grade level chairperson(s), instructional staff member(s), student, community partner, and parent representative(s).

- D. Pursuant to Section 1006.29(6), Florida Statutes, the Florida Department of Education will provide online training annually for school librarians, media specialists, and other personnel involved in the selection of library materials.
1. The School Board will provide ongoing collection development training in the selection, deselection, and maintenance of library media and collections or materials maintained on a reading list.
 2. Each school must submit a collection development plan that stipulates procedures within the school.

E. **Collection Criteria**

1. The School Board is responsible for the content of materials used in the classroom, made available in a school library, or included on a reading list. Each book made available to students through any School Board library media center, classroom, or included in a recommended or assigned school or grade-level reading list must be selected by a School Board employee who holds a valid education media specialist certificate. The library media professional collaborates with others in the school community during the selection process. Teachers, students, administrators, and others participate by making recommendations. The final responsibility for the selection decisions rests with certified library media specialist using the board-adopted selection criteria and procedures. School principals are responsible for overseeing compliance with School Board procedures for selecting school library media center materials at the school to which they are assigned.

F. **Selection Criteria**

1. In selecting materials, library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and in alignment with the Florida Department of Education, Library Media Standards.
2. The media specialist and designated administrator shall devise an annual plan for the continuous reevaluation of the materials to keep the collection current and relevant to the changing needs and requirements of the curriculum, emerging technologies, and school

community.

3. Funded by the state, district, and school, the school media center collection will contain a wide range of appropriate materials on varying levels of difficulty in a variety of existing and emerging formats and will maintain a focus on materials which address different learning styles and levels.
4. School media center materials support the individual school and School Board's educational goals and policies, including the advancement of student literacy.
5. School media center materials are selected to support, enrich, and extend state academic standards and to encourage informational, educational, and recreational reading, viewing, and/or listening.
6. Consideration is given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels.
7. School media center materials intended for student use will be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection.
8. The literary style of a work will be appropriate and effective for the subject matter and its intended readers or viewers.
9. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
10. School media center materials will provide a variety of viewpoints offered on issues that support critical thinking and research skills on current and trending topics.
11. Gift materials will be evaluated by the criteria outlined above and in accordance with State Statutes and Florida Department of Education Rules.
12. To ensure quality selection, the following additional factors will be weighed as they apply when evaluating all materials:
 - a. **PROFESSIONAL REVIEWS.** Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as School Library Journal, Horn Book, Booklist, and/or Children's Catalog.

- b. **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.
 - c. **APPROPRIATENESS.** Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and the Lexile frameworks for reading are considered to provide a range of material that challenges the student and guides their selection process.
 - d. **ACCURACY.** Non-fiction information is correct, current, and objective.
 - e. **LITERARY MERIT.** Fiction that has a noteworthy plot, setting, characterization, style, and theme.
 - f. **SCOPE.** -- Content is covered adequately to achieve its intended purpose.
 - g. **AUTHORITY.** The author, editor, or producer has a superior reputation for producing materials of this nature.
 - h. **SPECIAL FEATURES.** The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - i. **TRANSLATION INTEGRITY.** Material translated from one language to another maintains the stylistic characteristics of the original.
 - j. **ARRANGEMENT.** Concepts are presented in a logical sequence and in a way that assures learning.
 - k. **TREATMENT.** Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - l. **TECHNICAL QUALITY.** Sound is clear and audible, visuals project clearly.
 - m. **AESTHETIC QUALITY.** Material is superior to similar items in attractiveness and presentation of content.
 - n. **POTENTIAL DEMAND.** Item has timeliness or popular appeal.
 - o. **DURABILITY.** Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - p. **OBSCENITY.** No books or other material containing pornography or otherwise prohibited by Section 847.012, Florida Statutes, as harmful to minors shall be used.
 - q. **COPYRIGHT.** Library media materials used in a school shall be procured and used in accordance with federal, state and SBBC copyright laws.
13. Resources will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the

criteria outlined above.

III. Procedures for Objections to Library Materials and Reading Lists.

A. Superintendent Review Committee

1. The School Board shall form a Superintendent Review Committee (SRC) to review objections to library materials. The SRC must have a minimum of five members but may have as many additional members as the Superintendent or his/her designee appoints based on need.
2. Any committees convened for the purpose of resolving an objection by a parent or resident to specific materials must include parents of students who will have access to such material.
3. The membership of the review committee should reflect the broad racial, ethnic, socioeconomic, and cultural diversity of Broward County Public Schools as well as individual(s) with noted or reasonable subject matter expertise.

B. Objection Process

1. Objection to Library/Instructional Materials Form
 - a. A parent or resident of Broward County that wishes to object to materials used within the School Board of Broward County Public Schools must complete the "Objection to Library/Instructional Materials Form" located on the School Board of Broward County homepage.
 - b. The objection shall include the following information:
 - i. Parent or resident of Broward County must specify the text within the material he/she believes is out of compliance with the requirements of Section 1006.28(2)(a)2.a. or b., Florida Statutes, and the nature of the alleged noncompliance.
 - c. Notifications
 - i. Upon receipt of the completed "Objection to Library/Instructional Materials" form, notifications will be sent to the principal where the challenge originates as well as the Innovative Learning Department staff, school board members, and superintendent.
 - ii. Any item subject to an objection on the basis of sub-sub-subparagraph b. (I) or sub-sub-subparagraph b. (II) must be removed within 5 school days of receipt

of the objection and remain unavailable to students of that school until the objection is resolved.

2. SRC Review

- a. The Innovative Learning Department Director shall convene the SRC to review the material.
- b. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.

3. SRC's Recommendation to Board

- a. A decision will be rendered within ninety (90) days after receipt of the objection.
- b. Committee will submit their recommendation to the School Board of Broward County, the Superintendent, and the parent or resident of Broward County.
 - i. allows the challenged material to maintain its current status;
 - ii. leave the challenged material in the classroom or school media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed items;
 - 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.

4. Appeal

- a. If a parent or resident of Broward County disagrees with the determination made by the SRC, he/she may request inclusion on the School Board agenda.
- b. If they disagree with the School Board decision on the objection to the use of a specific material, a parent or resident of Broward County may request from the Commissioner of Education appointment of a special magistrate who is a member of the Florida Bar in good standing and who has at least 5 years' experience in administrative law to render a recommended decision.

C. Certification of Objections to Library Materials

- 1. Annually, beginning June 30, 2023, submit to the

Commissioner of Education a report that identifies:

- a. Each material for which the school district received an objection pursuant to Section 1006.28(a)(2), Florida Statutes, including the grade level and course the material was used in, for the school year and the specific objections thereto.
- b. Each material that was removed or discontinued.
- c. Each material that was not removed or discontinued and the rationale for not removing or discontinuing the material.

Policy Custodian: Innovative Learning – Library Media Services/Office

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