

**Liberty High School Media Center  
Collection Development Policy  
And  
Action Plan  
  
2020-2021**

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## Part A.

Purpose Statement – The purpose of this plan is to provide a guideline for choosing materials that will serve the needs of students and classroom instruction. This will be done while supporting curriculum and create a love of reading.

### Responsibility for Collection Development

The School District of Osceola County School Board members hold the final decision in Media Center material acquisition. The School Board will designate qualified certified librarians to work collaboratively with school personnel including but not limited to academic coaches, teachers and students to identify needs and develop the print collection with the approval of administration.

### Mission, Goals and Objectives

*The Osceola County School Librarians' Association is committed to supporting literacy and instructional curriculum through school media programs in Osceola County by promoting collaboration among colleagues, emphasizing information literacy instruction and 21st century technology skills, and sharing the love of reading with students, colleagues and community members.*

The Media Specialist will provide resources to meet the educational need of all students.

Maintain a collection that is balanced in format and content to meet the needs of all students.

Maintain a culturally diverse collection.

Target Audience: Students, teachers and support staff

Budgeting and Funding: Funding will be obtained from the following:

School media center budget – will be provided to administration in Fall of the school year to allow for purchases and additions to the collection

Media allocation from the state – All purchase requests are to be completed by December and approved by district. Purchases may include, but are not limited to print books, e-books, magazines and journals, electronic resources and databases. Allowable technology includes Make rspace items that are checked out to students.

Internal media accounts – Maintained through fundraisers.

Evaluation Criteria – Requests for purchases may be submitted to the media specialist throughout the year by any person affiliated with Liberty High School I.e. students, faculty, staff and parents. Final decision rests with the media specialist. All requests will be considered with the following as a guideline

Is the item appropriate for students in grades 9-12?

Is the material relevant? Is it timely?

Is it a reliable source?

Does it support the curriculum and educational goals of the school?

Does the collection already heavily represent the title/subject?

Who gave the request and why?

Is it readable and visually appealing?

How many patrons will benefit from the source?

Does it contribute to the diversity of the collection on controversial issues and multicultural awareness?

Does it have a lasting importance to a field of knowledge?

Does it support professional development needs of the faculty?

Does it have favorable reviews? Has it won any awards?

Collection Analysis: The average of the collection is 2007 and the breakdown of categories is as follows:

Collection by Dewey classification

Age-Sensitive Areas

	<b>Dewey</b>	<b>Avg. Age</b>	<b>Items</b>
000	<a href="#">Computer Science, Information &amp; General Works</a>	2011	<a href="#">67</a>
100	<a href="#">Philosophy &amp; Psychology</a>	2005	<a href="#">71</a>
200	<a href="#">Religion</a>	2008	<a href="#">28</a>
300	<a href="#">Social Sciences</a>	2008	<a href="#">1,451</a>
400	<a href="#">Language</a>	2007	<a href="#">51</a>
500	<a href="#">Science</a>	2007	<a href="#">566</a>
600	<a href="#">Technology</a>	2007	<a href="#">900</a>
700	<a href="#">Arts &amp; Recreation</a>	2008	<a href="#">1,823</a>
800	<a href="#">Literature</a>	2003	<a href="#">340</a>
900	<a href="#">History &amp; Geography</a>	2006	<a href="#">1,032</a>
		<b>2007</b>	<b>6,329</b>

Fiction, Reference, Biography & other classifications

<b>Classification</b>	<b>Avg. Age</b>	<b>Items</b>
<a href="#">General Fiction</a>	2007	<a href="#">4,565</a>
<a href="#">Reference</a>	2011	<a href="#">260</a>
<a href="#">Biography</a>	2006	<a href="#">1,253</a>
Professional	—	—
<a href="#">Story Collection</a>	2000	<a href="#">122</a>
Paperback	—	—
<a href="#">Easy</a>	1999	<a href="#">188</a>
Class Sets	—	—
E Book	—	—
Young Adult	—	—
	<b>2007</b>	<b>6,388</b>

Analysis of Collection by Format:

Books on CD – will not be ordered, most all items are available via internet

E Books – We currently have E Books in the Liberty HS OPAC.

Magazines – We will not subscribe to magazines for the next year, as no orders were placed last year, and no one asked for them. Florida Electronic Library, as well as Osceola Public Library offers magazines and journals, electronic and print.

Print Books – Any book added to the collection will be hardcover. Materials will be ordered through approved vendors.

Selection Aids include, but are not limited to:

- a. Faculty requests to support curriculum
- b. Students
- c. Jobbers, such as book representatives
- d. School and book journals and magazines

Intellectual Freedom - We stand with the American Library Association (ALA) on intellectual freedom that, "ALA actively advocates in defense of the rights of library used to read, seek information and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession."

## **Part B**

**Weeding:** Weeding is a normal part of library operations. It is important to keep the collection up-to-date and relevant. Damaged and used books are not going to help with circulation. The Media Specialist will work with the staff, students and families to understand why you are weeding. The collection will be evaluated and weeded regularly. The final decision will rest with the Media Specialist.

**Gifts:** Gifts are accepted and will be evaluated using the same procedures for purchasing materials. Materials must be in excellent used condition. The donor agrees beforehand that any items deemed unacceptable or unnecessary will be donated to a local charity.

**Replacements:** Items will be replaced as necessary. If an item is lost, or damaged beyond repair, the patron will be responsible for the original purchase price as indicated in the system.

**Special Collections:** The Media Specialist will work to develop the professional resources of the media center to assist teachers in professional development. Material should benefit as many teachers as possible, be relevant, and have a current publication date.

## Part C Challenging Materials

### CHALLENGE TO INSTRUCTION AND LIBRARY MATERIAL

The final decision for instructional and library materials rest with the School Board. The following procedures will be used for challenges to Instructional Library materials. The Superintendent has designated the Director of Media and instructional Technology to process all paperwork associated with any challenged instructional and library material.

1. A Petitioner (a parent or guardian of a child enrolled the District, an employee of the District or a resident of Osceola County), may object to instructional and library material by filing form FC-820-244, Request for Reconsideration of School Library Materials the "Petition"), with the Principal.
  - a. The Petition must be made in writing on the prescribed form; an oral complain is not sufficient.
  - b. The Principal will forward a copy of the Petition to the Director of Media and Instructional Technology Department (MITD).
  - c. The Director of MITD will notify the Superintendent of the challenge.
  - d. A Petitioner who does not complete and return the form receives no further consideration.
  - e. The challenge to any instructional and library material applies only to the individual school where the challenge originated.
  - f. During the pendency of a challenge, the instructional and library material under Petition will not be accessible to students.
  - g. The terminology "instructional and library material" is used in this document to refer to books (textbooks adopted by the District or the State utilized for classroom instruction or in the school library) and digital media (including but not limited to videos, DVDs, sound recordings, periodicals, computer software or other electronic media.

II. Within thirty (30) days of receiving the Petition, the Principal will call a special meeting of the School Library Media Center Advisory (SLMCA) Committee to address the Petition.

- a. The Principal or the Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting.

The SLMCA Committee Chair of the Library Media Specialist will request additional copies of the challenged material from MITD.

- b. Every SLMCA Committee member will receive a copy of the completed "Request for Reconsideration of School Library material" and a copy of the instructional and library material to be examined and will read it in its entirety.
- c. If there are professional reviews of the material, copies of those will be given to each SLMCA Committee member.
- d. The standards used by the SLMCA Committee to determine the propriety of the instructional and library material will be related to educational concerns and will include

- i. The age of the children who normally could be expected to have access to the instructional and library material.
  - ii. The educational purpose to be served by the instructional and library material.
  - iii. The degree to which the instructional and library material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
  - iv. The consideration of the broad, racial, ethnic, socioeconomic and cultural diversity of the children.
- e. The SLMCA Committee will meet and give their decision to the Principal within the thirty (30) days.
- f. The Principal or Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting date and time.
- g. The Petitioner may be present to make a verbal and/or written statement to the SLMCA Committee.
- h. The SLMCA Committee will give its recommendation to the Principal on Form FC-820-0249.
- i. The Principal will notify the Petitioner of the recommendation immediately on school letterhead stationery.
- j. The Director of MITD will receive a copy of Form FC-820-0249 and of the Petitioner notification letter. If the SLMCA committee recommends that the book be removed, it will be sent to the Director of MITD with the accompanying paperwork. The Petitioner may appeal the recommendation of the SLMCA Committee to the Director of MITD in writing within ten (10) days of the receipt of the school recommendation. The Director of MITD will organize a meeting of the District Media Review Committee (DMR) within twenty (20) days of receipt of the Petition, unless the timeline is waived by the Petitioner.
  - A. The DMR Committee will be appointed by the Superintendent and will consist of no less than two principals, three district level administrators, and two persons from the community not employed by the District.
  - B. The Petitioner will be notified of the time and place of the meeting.
  - C. The Petitioner will be allowed to make a presentation at the DMR Committee meeting.
  - D. The DMR Committee will read and examine the material in its entirety.
  - E. If there are professional reviews of the material, copies of those will be given to each committee member.
  - F. The DMR Committee, meeting is a public meeting, but no student identifying information may be made public without the parent or guardian's consent.
  - G. The standards used by the SLMCA Committee will apply to the DMR Committee but will be expanded to include the concerns or issues related to all district schools.
  - H. The DMR Committee will issue a written decision to the Director of MITD within thirty (30) days of the date of the meeting.
  - I. The decision of the DMR Committee will be mailed to the Petitioner via certified mail, return receipt requested, and will be reported to the Superintendent and School Board on the next available School Board agenda.

- J. The Petitioner may appeal the decision of the DMR Committee to the School Board by filing a written notice of appeal with the Director of MITD within ten (10) days of the date of receipt of the decision.
- K. If appealed, the School Board will make the final determination at the next available School Board meeting. The written decision of the School Board will be issued within thirty (30) days of the date of the School Board meeting.
- L. If the instructional and library material has been challenged in accordance with this procedure and the School Board has issued a decision, the determination will be binding on all schools in the District at the same grade level as the school where the Petition originated.

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We will also operate our library according to the ALA Bill of Rights as follows:

“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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.”

#### **Part D– Five Year Action Plan**

This action plan covers School Year 2018-19 – 2022-2023

Media Center Objectives:



1. Year One – 2018-2019 Non-Fiction - Review categories 000, 100, 600, 700 and weeding undesirable materials and procure new relevant materials. Fiction – replace lost, damaged or missing books and purchase new books using guidelines mentioned earlier, to bring the recommended 49.9% of the collection, which is now 36.0%
2. Year Two – 2019-2020- Review categories 300, 400, 500 and 800 to deselect and replace titles that are outdated.
3. **Year Three – 2020-2021 Weed and replace outdated books in 500s, 700s, 900; consider electronic replacements where appropriate.**
4. Year Four – 2021-2022- Weed and replace outdated books in 1002, 200s, 400s, 800s; consider electronic replacements where appropriate
5. Year Five - 2022-2023- Re-evaluate collection through Title wave collection analysis and designated those areas of need. Increase fiction and FTR book selections.

We are currently beginning year three of our five-year plan. At the conclusion of the five-year plan in 2023, new goals will be revised, and we will continue to evaluate and update the collection by providing collection development, deselecting and analysis.