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Purpose Statement: The purpose of this plan is to serve as a guideline for selecting materials that will serve the needs of both students and classrooms while supporting curriculum and igniting a love of and passion for reading. The Collection Development Policy is never intended to be finite in scope; rather, it is a statement of principles and guidelines used by Mill Creek Elementary Media Center in its selection, acquisition, evaluation, and maintenance of the media center materials. The policy is continuous and will be reviewed periodically to meet stakeholder needs.

Background Statement: Mill Creek Elementary serves a diverse population of approximately 750 students. For a full breakdown of our population at the time of writing, please see Appendix A.

Responsibility for Collection/Development: The Osceola County School board holds the final say in library material acquisition. They will rely on the certified, school media specialist/ librarian will work collaboratively with academic coaches, teachers, and students to identify needs and develop the collection with approval from administration.

Mill Creek Elementary Mission Statement: Working as a team, the parents, community and staff will challenge our students to become healthy, responsible, self-motivated individuals who are lifelong learners in a diverse society.

Media Center Mission Statement: “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.”

Osceola School District Mission:

Mission: Inspiring all learners to reach their highest potential as responsible, productive citizens.

Vision: The Osceola School District will work in partnership with families and the community to ensure all learners develop the essential knowledge and skills to strengthen our thriving community.

Budget/Funding: The school media center budget (if allocated), the media allocation from the state, and the internal media center account subsidized by fundraisers will be used for purchases.

Collection Analysis: Fall 2022

Mill Creek Elem School Library Collection

Grades PK-5; 750 Students

SEPTEMBER 22, 2022

Prepared by

Mill Creek Elem School,
Librarian/Media Specialist
407-935-3660

Items in collection

8,510

Average age

2014

Items per student

11.1

97.8% Recognized Call Numbers
99.9% Recognized Publication Years
98.7% Matched In Titlewave

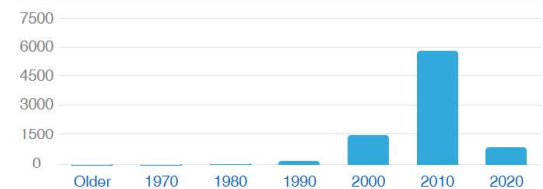
GOAL: N/A

SAC: 10 ITEMS

Collection by nonfiction classification

All Dewey Classes Age Sensitive Areas		
Classification	Avg. Age	Items
Computer Science, Information & General Works	2015	64
Philosophy & Psychology	2012	33
Religion	2009	13
Social Sciences	2010	349
Language	2009	66
Science	2013	793
Technology	2014	334
Arts & Recreation	2015	774
Literature	2011	112
History & Geography	2009	310
	2013	2,848

Collection by year



Aged titles

13%

1,079 ITEMS

2017 and newer

41%

3,496 ITEMS

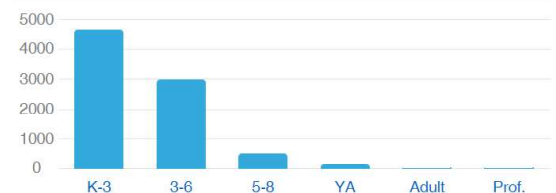
Fiction

Classification	Avg. Age	Items
General Fiction	2015	2,516
	2015	2,516

Other classifications

Classification	Avg. Age	Items
Biography	2013	291
Easy	2014	2,221
Professional	2007	316
Spanish	2015	127
Unrecognized	2007	191
	2013	3,146

Collection by interest level



Collection Analysis: Fall 2022 [continued]

All Dewey Classes		Age-Sensitive Areas		
Dewey		Avg. Age	Items	Aged
003-007	Systems Data/Computer Programs	2016	19	17 ●
320-329	Political Science	2015	27	20 ●
361-369	Social Problems and Services	2015	28	18 ●
370-379	Education	2015	11	9 ●
380-389	Commerce, Communications and Transportation	2014	10	8 ●
520-529	Astronomy and Allied Sciences	2016	38	16
570-579	Life Sciences/Biology	2015	37	24 ●
610-619	Medical Sciences/Medicine	2015	51	26 ●
910-919	Geography, Maps, Atlases	2015	39	28 ●
		2015	260	166

Diversity

Support an environment that values and promotes diversity, equity and inclusion.

Diverse titles in collection

1,918

Percent of collection

23%

Average age

2013

[Explore diverse titles by topic »](#)

Social & Emotional Learning

Support the skills to be emotionally intelligent, establish relationships and make responsible decisions.

SEL titles in collection

3,303

Percent of collection

39%

Average age

2015

[Explore SEL titles by topic »](#)

Reading Levels

Match students to texts that can be read with success, thus assisting them to grow as readers.

Average reading level by program

O

GUIDED READING/F&P

610

LEXILE

3.6

ACCELERATED READER

Collection Development Policy All schools within a district must adhere to a common, district-wide selection policy that has been adopted by the Board of Education as official district policy. Mill Creek Elementary includes this as part of its Selection Policy.

Primary concern is given to the curricular needs of Mill Creek Elementary students, and materials are selected to cover a wide range of topics and titles. Purchases are selected to reflect the school philosophy and goals of the library which are achieved by supporting the curriculum and maintaining materials of interest to patrons.

By attending to these criteria, Mill Creek Elementary meets objectives as set down by Osceola school board rule 4.22+ which states: “The primary objective of the school’s educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view.”

Evaluation Criteria The library media specialist solicits input from all stakeholders: the faculty, curriculum specialists, parents, and students. The final decision on acquisitions is the responsibility of the library media specialist. All requests will be considered after consulting various selection aids with the following in mind:

- Support of the curriculum and educational goals
- Appeal to the interests of the library media center patrons
- Reading levels and content are appropriate for the intended audience (PK-5th grade)
- Publication dates
- Number of students benefitting from the source
- Contribution to multicultural awareness
- Reputation and significance of the author, illustrator, or publisher
- Current availability of title/subject already in the collection
- Visual appeal
- Cost
- Durability

Selection Aids: Selection aids include, BUT ARE NOT LIMITED TO the following resources:

- School Library Journal
- Book List
- Book Links
- Jobbers- such as Rainbow Book Co., Children’s Plus, Follett, and Mackin
- ALA Awards Lists
- New York Times best sellers

Intellectual Freedom: We stand with ALA on Intellectual freedom that, “ALA actively advocates in defense of the rights of library users 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.”

Challenged Materials: Osceola County School Board rule 4.30+ provides the procedure used to reconsider library materials. See Appendix B.

Osceola County School Board Rule 4.22*+ addresses all instructional materials, including, but not limited to, textbooks, audio-visual materials, digital media, library materials, etc. See Appendix C.

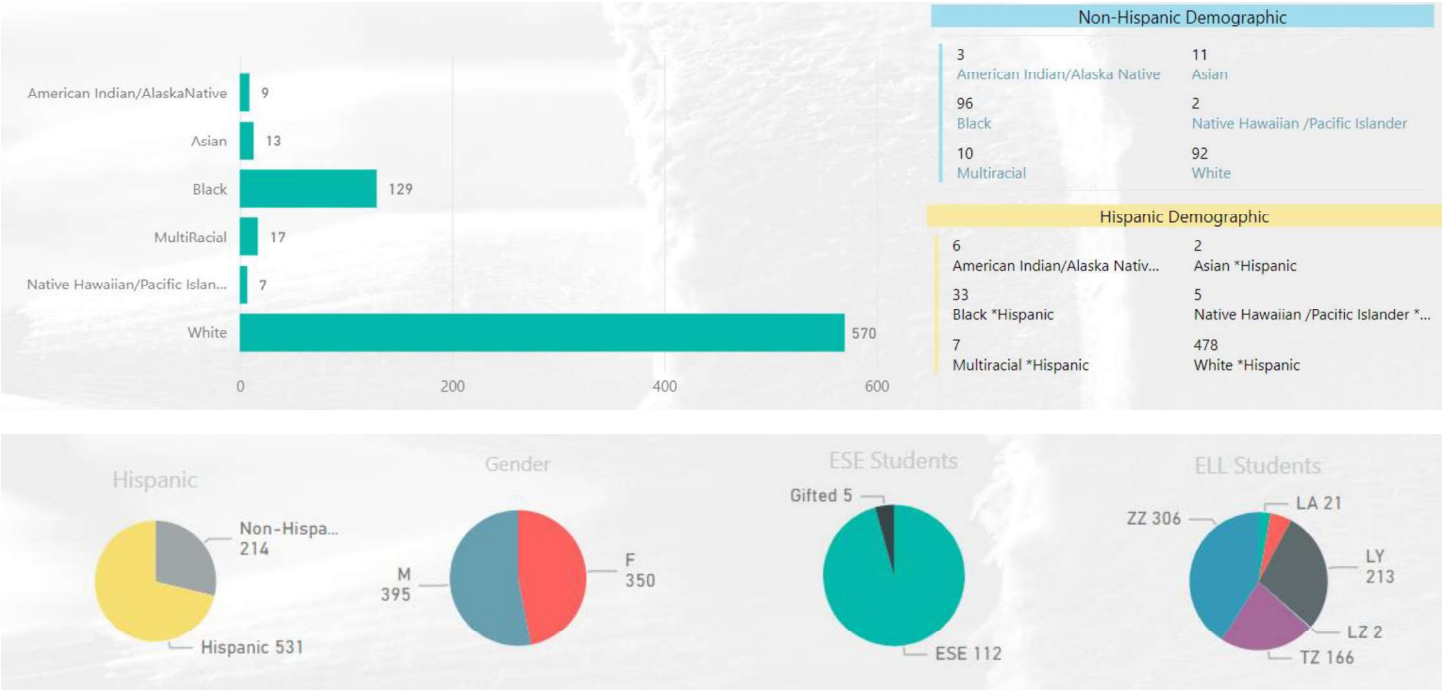
Collection Maintenance

Weeding/Deselection Policy: It is the library media specialist's job to maintain a current and accurate library media center collection. Materials are regularly evaluated using the district weeding criteria and are discarded in accordance with the approved procedures. Materials are discarded if they are obsolete, damaged, or are no longer relevant to the curriculum and students. Additional factors to weeding include, but are not limited to: publication dates, accuracy of information, etc.

Gifts and Donations: Gifts and donations to the school media center are accepted and encouraged. However, gifts will only be added to the collection after the items have been evaluated to determine if they meet the criteria for selection and the District's policy for gifts and donations. Materials must be in excellent used condition. The donor agrees beforehand, that any items deemed unacceptable or unnecessary will be donated to a classroom or directly to students.

Special Collections: As a school designated for environmental and energy study, special consideration will be given to add resources to the collection that further promote and enhance student learning in the areas of environmental and energy studies.

Appendix A:
Mill Creek Elementary School Analysis [September 2022]



Appendix B

CHALLENGE TO INSTRUCTIONAL AND LIBRARY MATERIAL

The final decision for instructional and library materials rests 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 paper work associated with any challenged instructional and library material.

- I. A Petitioner (a parent or guardian of a child enrolled in 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 complaint 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 (text other than 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.
 - B. The SLMCA Committee Chair or the Library Media Specialist will request additional copies of the challenged material from MITD.
 - C. 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.

- D. If there are professional reviews of the material, copies of those will be given to each SLMCA Committee member.
- E. 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.
- F. The SLMCA Committee will meet and give their decision to the Principal within the thirty (30) days.
- G. The Principal or Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting date and time.
- H. The Petitioner may be present to make a verbal and/or written statement to the SLMCA Committee.
- I. The SLMCA Committee will give its recommendation to the Principal on Form FC-820-0249.
- J. The Principal will notify the Petitioner of the recommendation immediately on school letterhead stationery.
- K. 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.
- III. 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.
- IV. 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.

Revised March 13, 2015

Media & Instructional Technology Department

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
REQUEST FOR RECONSIDERATION OF SCHOOL LIBRARY MATERIAL
SOLICITUD DE RECONSIDERACIÓN DE MATERIAL DE BIBLIOTECA ESCOLAR

Petitioner: Please answer the following questions after you have read, viewed, or listened to the school library material in its entirety. You may attach additional pages, if necessary. Please sign and return all pages to the school principal.

Peticionario: Por favor conteste las siguientes preguntas luego de leer, ver o escuchar el material de biblioteca escolar en su totalidad. Usted puede anexar páginas adicionales, si es necesario. Por favor firme y regrese las páginas al Director/a de la escuela.

Name of School: _____
 Nombre de la escuela

Please ☒ type of material / Por favor marque el tipo de material:

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> BOOK / LIBRO | <input type="checkbox"/> PERIODICAL/MAGAZINE / PUBLICACIÓN PERIÓDICA/REVISTA | <input type="checkbox"/> KIT / JUEGO DE MATERIALES |
| <input type="checkbox"/> DVD | <input type="checkbox"/> SOFTWARE / PROGRAMA DE COMPUTADORA | <input type="checkbox"/> FILM/VIDEO / PELÍCULA/VIDEO |
| <input type="checkbox"/> CD | <input type="checkbox"/> SOUND RECORDING / GRABACIÓN DE AUDIO | <input type="checkbox"/> PAMPHLET / FOLLETO |

Title: _____
 Título

Author: _____
 Autor

Publisher/Producer: _____
 Editorial/Productor

1. To what in the material do you object? (Specify page, film sequence, etc.) _____
 ¿Contra qué dentro del material, tiene usted objeción? (Especifique página, secuencia en la película, etc.)

2. What do you believe is the theme or purpose of this material? _____
 ¿Qué considera usted el tema o el propósito de este material?

3. What do you feel might be the result of a student using this material? _____
 ¿Qué piensa usted podría ser el resultado del uso de este material por un estudiante?

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

REQUEST FOR RECONSIDERATION OF SCHOOL LIBRARY MATERIAL

SOLICITUD DE RECONSIDERACIÓN DE MATERIAL DE BIBLIOTECA ESCOLAR

4. For which age group would you recommend this material? _____
¿Para qué edad recomendaría usted este material?
5. Do you feel there is anything positive in this material? _____
¿Cree usted que haya algo positivo en este material?
- _____
- _____
6. Is there another school library material of the same subject and format, which you would recommend? / *¿Existe otro material de biblioteca escolar sobre el mismo tema y con el mismo formato que usted recomendaría?*
- _____
- _____
- _____
- _____

Print petitioner name: _____
Escriba el nombre del peticionario en letra de molde

Address: _____ Phone: _____
Dirección Teléfono

City: _____ State: _____ Zip code: _____
Ciudad Estado Código Postal

Signature of petitioner _____ Date: _____
Firma del peticionario Fecha

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
CHECKLIST FOR MEDIA ADVISORY COMMITTEE'S RECONSIDERATION OF LIBRARY MATERIAL
FICTION AND OTHER LITERARY FORMS

Please print and use ink

Title: _____

Author: _____

A. PURPOSE

1. What is the purpose, theme, or message of the material? How well does the author / producer / composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children?
☐ Yes ☐ No; for young adults? ☐ Yes ☐ No
If both are ☒ No, which age group would you recommend? _____
3. Will the reading, viewing, and/or listening to material result in a more compassionate understanding of human beings? ☐ Yes ☐ No
4. Does it offer an opportunity to better understand and appreciate the aspirations achievements, and problems of various minority groups? ☐ Yes ☐ No
5. Are any questionable elements of the story an integral part of a worthwhile theme or message?
☐ Yes ☐ No

B. CONTENT

1. Does a story about modern times give a realistic picture of life as it is now? ☐ Yes ☐ No
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? ☐ Yes ☐ No
3. When factual information is part of the story, is it presented accurately? ☐ Yes ☐ No
4. Is prejudicial appeal readily identifiable by the potential reader? ☐ Yes ☐ No
5. Are concepts presented appropriate to the ability and maturity of the potential readers? ☐ Yes ☐ No
6. Do the characters speak in a language true to the period and section of the country in which they live?
☐ Yes ☐ No
7. Does the material offend some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ☐ Yes ☐ No
8. Is there a preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make this material inappropriate for children? ☐ Yes ☐ No

An Equal Opportunity Agency

Pg. 1 of 2 FC-820-0249 (Rev. 07/19/04)

B. CONTENT - continued

Appendix "B" 1-53/54 6/2000

9. If there is use of offensive language, is it appropriate to the purpose for the text for children?
☐ Yes ☐ No
10. Is the material free from derisive names and epithets that would offend minority groups?
children? ☐ Yes ☐ No; young adults? ☐ Yes ☐ No
11. Is the material well written or produced? ☐ Yes ☐ No
12. Does the story give a broader understanding of human sexual behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way? ☐ Yes ☐ No
13. Does the material make a significant contribution to the history of literature or ideas? ☐ Yes ☐ No
14. Are the illustrations appropriate and in good taste? ☐ Yes ☐ No
15. Are the illustrations realistic in relation to the story? ☐ Yes ☐ No

Additional Comments:

Recommendation by School Media Advisory Committee for treatment of challenged materials:

Signatures of Media Advisory Review Committee:

_____	_____
Date	Date
_____	_____
Date	Date
_____	_____
Date	Date

Appendix B

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

EDUCATIONAL MEDIA MATERIALS SELECTION

4.22*+

I. Objectives of Selection -

The primary objective of the school library/ media center is to implement, enrich, and support the educational program of the School District and its schools. The school library/ media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. For the purpose of this policy, "educational media materials" in school libraries/ media centers shall be defined to include, but shall not be limited to, the following categories: books, periodicals, and other print materials; films; videos; and/ or software, etc.

The School Board asserts that the responsibility of the school library/ media center is to provide:

- A. Instructional and supplemental materials that enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.
- B. Materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. A background of information enabling students to make intelligent judgments in their daily life.
- D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.
- E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.
- F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

II. Legal Responsibility for Selection

The School Board is legally responsible for all matters relating to the operation of the School District of Osceola County. The responsibility for the selection of educational media materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with School District procedures for selecting school library media center materials.

III. Parental Responsibility

Parents shall have the right to review materials in the media center and to request that it be noted in the Student's library record that the student not be allowed to check out certain material.

II. Criteria for Selection of Educational Media Materials

- A. The standards to determine the propriety of the educational media materials shall be pursuant to Florida Statutes.
- B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the School District and its schools. Materials placed in school library/ media center collections shall meet the criteria set forth in this policy.
- C. The content of the School District's approved curriculum shall determine the need for the use of educational media materials.
- D. First consideration shall be given to the needs of the individual school based upon knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (i.e., administrators, faculty, parents, and students) shall be given high priority.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- E. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/ artist/ composer/ producer, format and price.
- F. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:
 - 1. Religion – Material shall be factual, unbiased, and shall represent all major religions.
 - 2. Ideologies/ Philosophies – Material shall contain factual information on any ideology or philosophy that exerts a strong force in society.
 - 3. Sex Education – Material shall be factual information that is appropriate for the age group and/ or related to the school curriculum.
 - 4. Sex – Pornographic, sensational, or titillating materials shall not be included.
 - 5. Profanity – The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material.
 - 6. Science – Material shall be factual information about medical and scientific knowledge, without any biased selection of facts.
- G. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those designated employees who have been assigned the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

IV. Procedures for Selection of Educational Media Materials

- A. In selecting materials made available to students through the school library/ media center, the school media specialist shall:
1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, instructional media employees, curriculum consultants, faculty, parents, and community members);
 2. Require that educational media materials selections meet the criteria set forth in Section 1006.40(3)(d), Florida Statutes;
 3. Ensure school library/ media center collections shall:
 - a. be based on reader interest;
 - b. support state academic standards and aligned curriculum; and
 - c. support the academic needs of students and faculty.
 4. Comply with the following procedures when considering materials to be purchased:
 - a. Purchase materials which are outstanding and frequently used;
 - b. Periodically replace periodically worn or missing basic items;
 - c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to this policy and applicable state law; and replaced by new and age-appropriate materials,
 - d. Purchase materials in many types of formats: digital, e-books, electronically, soft or hard bound; and
 - e. Examine sets of materials and materials acquired by subscription, and purchase only materials that fill a definite need.
- B. All School District elementary schools must publish on their school website, a list of all materials maintained in the school library/ media center or required as a part of a school-level or grade-level reading list.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

V. Challenge Process for Educational Media Materials

Educational media materials deemed by some individuals to be objectionable may be considered by others to have sound educational value. Any concerned parent, Osceola County resident, or employee of the School District may request reconsideration of educational media materials in a school library/ media center. The following challenge procedure shall be followed:

- A. The school media specialist shall discuss the matter informally with the complainant explaining the selection procedures for school library/ media center materials. If the complainant accepts the explanation given by the school media specialist, then the reconsideration process concludes.
- B. If the explanation fails to resolve the objection, the school principal shall ask the complainant initiating the challenge to file, within two (2) weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
- C. School Educational Media Materials Review Committee
 1. Upon receipt of the completed form "Request for Reconsideration of Library Media," the school principal shall forward copies of the form to the appropriate employees on the school-level Review Committee (e.g., a committee of teachers, educational media specialists, and parents of the school).
 2. Pending a final decision, the challenged educational media material:
 - shall not be available for student use; but
 - shall not be removed from the school library/ media center collection.
 3. The School Educational Media Materials Review Committee shall:
 - review and consider the objections being raised;
 - read and re-evaluate the challenged educational media material; and
 - report its decision within fifteen (15) working days.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

4. The school principal shall inform the complainant in writing concerning the School Educational Media Materials Review Committee's decision.
- D. School District Educational Media Materials Review Committee
- If the complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the School District Educational Media Materials Review Committee.
- E. The Superintendent shall appoint a School District Educational Media Materials Review Committee with the following composition:
1. One (1) representative of the Osceola County Public Library Board;
 2. One (1) representative of the general public at large;
 3. One (1) representative of a school parent organization;
 4. One (1) principal from the level at which the complaint originated (K-5, 6-8, or 9-12);
 5. Three (3) school-level instructional employees, including the following:
 - a. One (1) certified media specialist from the level at which the complaint originated;
 - b. One (1) certified media specialist from another level; and
 - c. One (1) classroom teacher from the level at which the complaint originated.
 6. Two (2) School District-level instructional employees, including the following:
 - a. One (1) School District-level instructional employee from the level where the material is in question; and
 - b. The Director of Media and Instructional Technology or designee.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- F. The School District Review Committee, in carrying out its assigned function, shall:
 - 1. Read, view, or listen to the educational media material in its entirety;
 - 2. Check general acceptance of the educational media material by reading reviews and consulting recommended lists;
 - 3. Determine the extent to which the educational media material supports the curriculum;
 - 4. Complete the "Checklist for Reconsideration of Library Media," judging the educational media material for its strength and value as a whole and not in part; and
 - 5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.
- G. The Superintendent's designee shall inform the complainant and the school media specialist of the School District Review Committee's decision to retain or withdraw the challenged educational media material.
- H. Appeal to Superintendent
 - 1. If the complainant or the school's media specialist is dissatisfied with the School District Review Committee's decision, a written appeal may be filed with the Superintendent.
 - 2. Failure of the complainant to file a written appeal within thirty (30) days of the School District Review Committee's decision shall result in a conclusion of the reconsideration process, and the decision of the School District Review Committee shall be final.
 - 3. The Superintendent shall, within thirty (30) days of receipt of the appeal, send the complainant and the school media specialist a written decision.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- I. Appeal to the School Board
 - 1. If the complainant or the school's media specialist is dissatisfied with the Superintendent's decision, a written appeal may be filed with the School Board.
 - 2. An appeal to the School Board of the Superintendent's decision must be filed within ten (10) days after the Superintendent's decision.
 - 3. Failure of the complainant to file a written appeal within ten (10) days after the Superintendent's decision shall result in a conclusion of the reconsideration process, and the decision of the Superintendent shall be final.
 - J. The School Board shall consider the decision of the School District Review Committee, the decision of the Superintendent, and any other appropriate documentation (e.g., meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular school library/ media center material item shall be considered final.
 - K. School library/ media center materials in question, can only be removed from circulation and/ or used in the School District through the procedures of this policy.
- VI. Loan of School District Educational Media Materials
- A. Educational media materials owned by the School Board are not normally made available to non-school-related groups.
 - B. Under exceptional circumstances, the Superintendent or designee may approve for loan educational media materials and equipment from a school or the Professional Development Center.
 - C. No charge is normally made for the occasional use of educational media materials. However, the borrowing group shall be responsible for any damage occurring during the use of the borrowed educational media materials.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

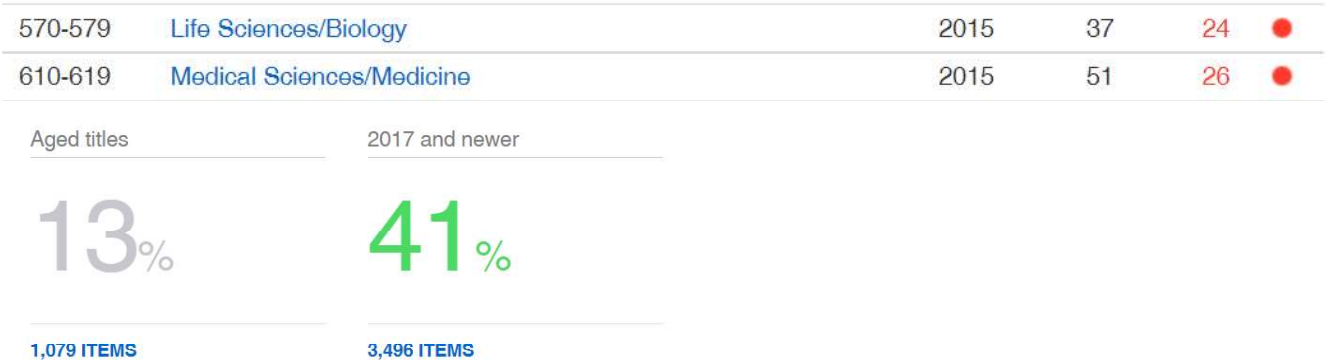
LAW(S) IMPLEMENTED: 1001.43, 1006.28, 1006.34(2)(b), F.S.

HISTORY: REVISED: 08/16/22
FORMERLY: 3.27

Part B- Action Plan

Based on the Fall 2022 Titlewise Collection analysis, the areas of focus for collection development throughout the 2022-2023 school year will be:

- improve the average age of books in the age-sensitive area of Life Sciences/Biology (2015) by at least 1 year
- improve the average age of books in the age-sensitive area of Medical Sciences/Medicine (2015) by at least 1 year
- improve the percentage of aged titles from 13% to 12%



Part C-Selection of materials

Budget: approximately \$3,000

Materials List: will be updated when the order is compiled and submitted for purchase.