
Library Collection Development Plan and Action Plan
October 2021

Written by _____

Signatures

Jennifer Glasheen _____
Media Specialist Date

William Hennessy _____
Administration Date

Purpose Statement:

Background Statement:

Responsibility for Collection/Development:

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.

School Goals and Objectives:

Target Audience:

Budgeting and Funding:

Evaluation Criteria:

Collection Analysis:

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

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.”

Osceola County School Board Rule 4.30 addresses all instructional materials, including, but not limited to, textbooks, audio-visual materials, digital media, library materials, etc.

Weeding:

Gifts:

Replacements:

Special Collections:

Action Plan based on Collection Development Policy:

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

B. CONTENT - continued

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:

<hr/>	Date	<hr/>	Date
<hr/>	Date	<hr/>	Date
<hr/>	Date	<hr/>	Date