

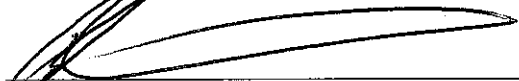
**Liberty High School Media Center
Collection Development Policy
and Action Plan**

2022-2023

**Submitted by
Shelia Tate, M.Ed.
Librarian/Media Specialist**


Shelia Tate, Media Specialist


Dr. La Tonia Harris, Principal


Richard J. Steinmetz Jr., SAC Chairperson

Media Advisory Committee Members

David Edwards, Assistant Principal

Richard J. Steinmetz Jr., Teacher

Emily Brown, Teacher

Jamie Jara, Teacher

Kai Janicki, Teacher

Christina Lugo, Parent

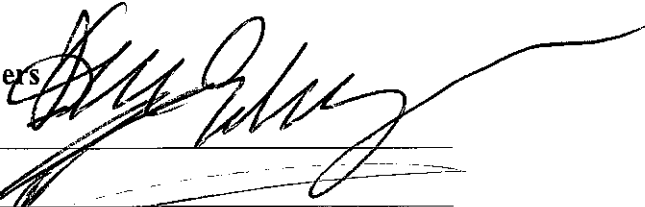












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Part A

Purpose Statement

The purpose of this plan is to provide a guideline for choosing materials that will serve the needs of Liberty High School students and classroom instruction. This will be done while supporting the curriculum and creating 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 School District of Osceola County Mission:

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

The Osceola County School Librarians' Association Mission:

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.

Liberty High School Mission:

Liberty High School will ensure every student is successful in a safe and secure environment while acquiring the necessary social and academic skills needed to be lifelong learners, as well as competent and responsible citizens.

Media Center Goals:

The goals of the Liberty High School Media Center are to 1.) create a safe, inviting place for students, faculty, and staff to gain access to information and reading materials and to instill a passion for reading and 2.) provide free choice reading materials that address the needs of students.

The Media Specialist Objectives:

- to use school data to drive purchases to reflect the school population
- 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 diverse collection that reflects the socio-economic, racial, cultural, and personal identification of all students
- to assemble a Media Advisory Committee to assist with book challenges

Media Advisory Committee

Shelia Tate – Media Specialist

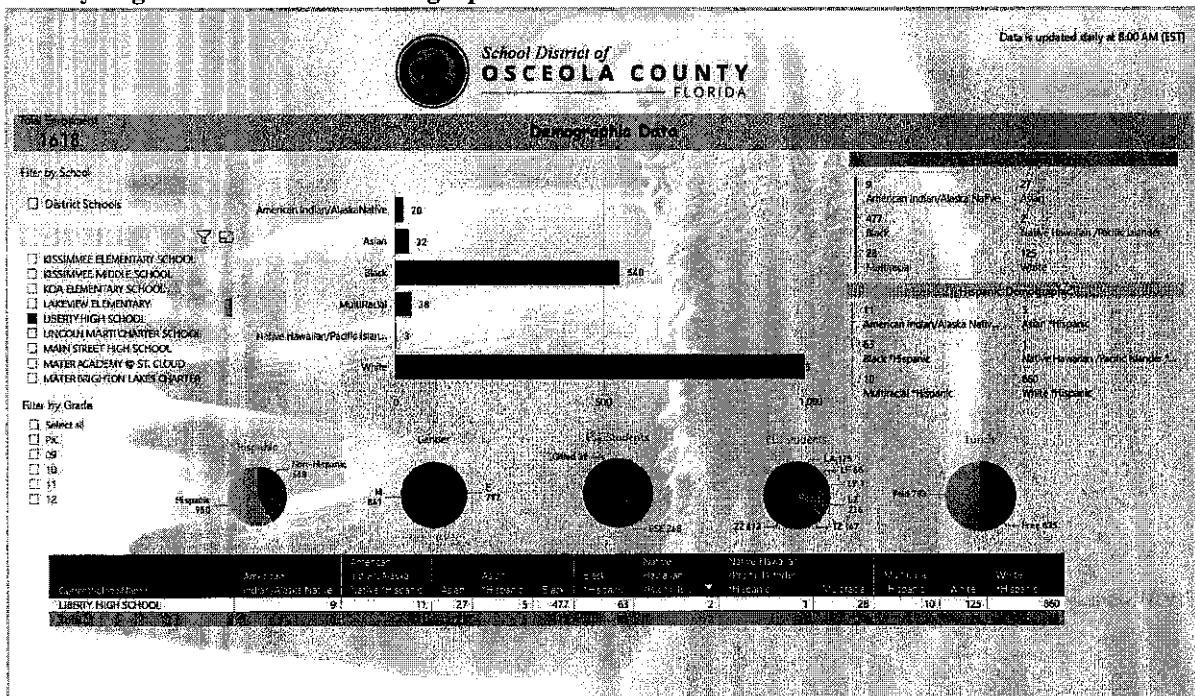
David Edwards – Assistant Principal

Richard Steinmetz – Teacher, SAC Chairperson

Emily Brown - Teacher
 Jaime Jara – Teacher
 Kai Janicki – Teacher
 Christina Lugo – Parent
 Holly McCoy – Teacher, Alternate
 Alicia Rivera – Teacher, Alternate

Target Audience: The Media Center’s target audience is students, teachers, and support staff.

Liberty High School Student Demographics



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 Makerspace 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?
- Is the collection already heavily represented by 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?
- Do the materials address the cultural, social, emotional and interest needs of students?
- 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 age of the collection is 2011 and the breakdown of categories is as follows:

Liberty High School Library Collection

Grades 9–12; 1,650 Students

SEPTEMBER 22, 2022

Prepared by

Liberty High School,
Librarian/Media Specialist
407-933-3910

Items in collection

7,771

99.2% Recognized Call Numbers
99.3% Recognized Publication Years
99.1% Matched in Titlewave

Average age

2011

GOAL: N/A

Items per student

4.7

GOAL: 10 ITEMS

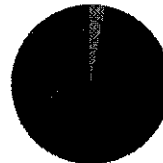
Print, Audiovisual & Digital

Resource-rich school libraries play a key role in promoting both information literacy and reading for information and inspiration.

Physical vs. digital resources

99%
Print

AVG. AGE: 2011



1%
Digital

AVG. AGE: 2018

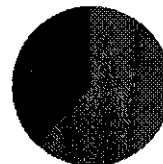
Fiction & Nonfiction

Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential.

Literary vs. informational texts

33%
Fiction

AVG. AGE: 2013



62%
Nonfiction

AVG. AGE: 2010

Compare recommended balance by Dewey >

Non-Fiction**Collection by nonfiction classification**

Classification	Avg. Age	Items
<u>Computer Science, Information & General Works</u>	2015	<u>48</u>
<u>Philosophy & Psychology</u>	2011	<u>30</u>
<u>Religion</u>	2010	<u>18</u>
<u>Social Sciences</u>	2010	<u>905</u>
<u>Language</u>	2006	<u>30</u>
<u>Science</u>	2010	<u>314</u>
<u>Technology</u>	2009	<u>586</u>
<u>Arts & Recreation</u>	2010	<u>1,523</u>
<u>Literature</u>	2008	<u>134</u>
<u>History & Geography</u>	2011	<u>637</u>
<u>Biography</u>	2009	<u>581</u>
	2010	4,806

Fiction

Classification	Avg. Age	Items
<u>General Fiction</u>	2013	<u>2,561</u>
	2013	2,561

Other classifications

Classification	Avg. Age	Items
Class Sets	—	—
E Book	—	—
<u>Easy</u>	2007	<u>75</u>
Paperback	—	—

Classification	Avg. Age	Items
Professional	—	—
<u>Reference</u>	2011	<u>260</u>
<u>Story Collection</u>	1995	<u>8</u>
Young Adult	—	—
<u>Unrecognized</u>	2004	<u>61</u>
	2009	404

Analysis of Collection by Format:

Books on CD – Will not be ordered, most all items are available through digital resources.

eBooks – We currently have eBooks in the Liberty HS OPAC and through MackinVIA on Classlink.

Magazines – Quarterly magazines are purchased by the Media Specialist. 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. Student requests
- c. Jobbers, such as book representatives
- d. School and book journals and magazines
- e. Destiny data reflecting popular genres and titles

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

Selection/Deselection

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 the weeding process. 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

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:

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

Part D– ALA Bill of Rights and Five-Year Action Plan

We will 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.”

Action Plan - This action plan covers School Years 2018- 2019 – 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 100s, 200s, 400s, 800s; consider electronic replacements where appropriate.
5. **Year Five - 2022-2023- Re-evaluate collection through Titlewise collection analysis and designated those areas of need. Increase fiction and FTR book selections. Genrefication of the non-fiction section will allow for easier access for students.**

We are currently beginning year five 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, deselection, and analysis.
