

2023-2024

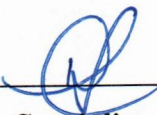
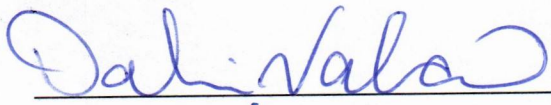
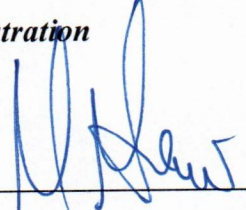
Library Collection Development Plan and Action Plan

Written

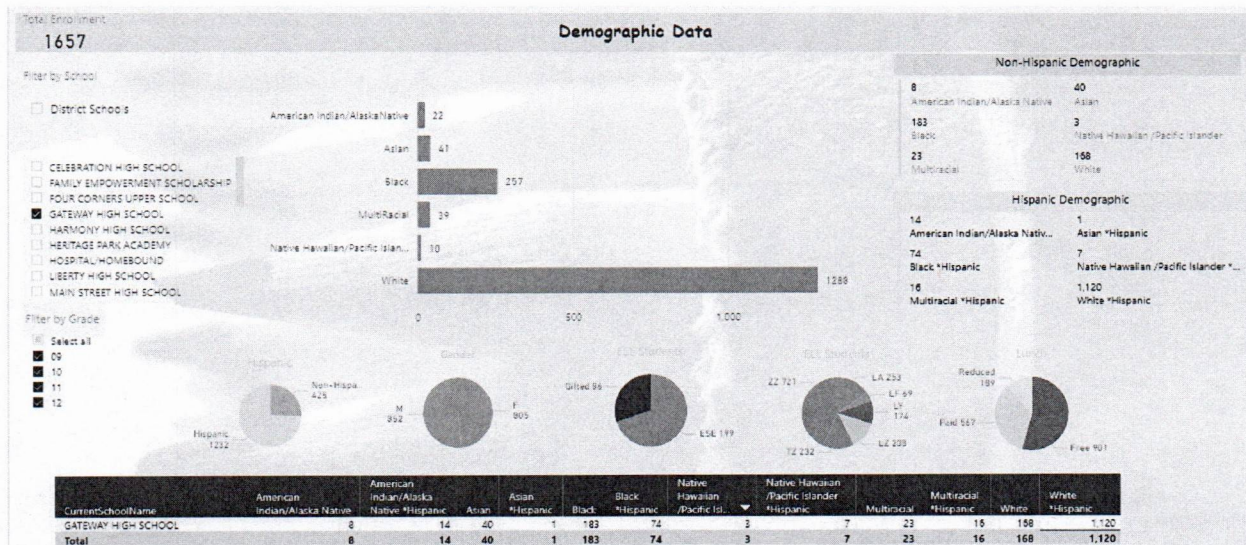
by

Jasmin Nunez

Signatures

 _____	<u>11/2/2023</u>
<i>Educational Media Specialist</i>	Date
 _____	<u>11/2/23</u>
<i>Administration</i>	Date
 _____	<u>11/28/23</u>
<i>SAC Committee</i>	Date

Purpose Statement: The purpose of the Gateway High School Media Center is to function as the information center of the school; provide intellectual access to information through learning activities that are curriculum related; provide physical access to information through a carefully selected and systematically organized collection; support intellectual freedom and access to information; and to support the use of technology in the process of learning, sharing of ideas and knowledge.



Background Statement:

Gateway High School's Media Center serves the following purposes:

To build and maintain resources in a variety of formats to support the student learning and the School District of Osceola County (SDOC) curriculum assigned to Gateway High School.

To provide quality resources, services and instruction to cultivate intellectual inquiry and information literacy to the needs of our staff, students, parents, and administrators.

Responsibility for Collection/Development:

The Osceola County School Board holds the final say in media center material acquisition. The certified School Media Specialist will work collaboratively with academic coaches, teachers, and students to identify needs and develop the collection with approval from administration.

School Mission, Vision, and Objectives of Selection:

The Osceola County School Librarians' Association: "The Osceola County School Librarians' Association supports literacy and curriculum through school media programs by promoting collaboration, emphasizing information literacy, technology skills cultivating the love of reading with students, colleagues and our community."

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

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

Objectives of Selection: The Osceola County School Board Rule 4.22 (revised on 8/16/22) addresses the 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 School Board Rule, "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.

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.

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.

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 847.001 and 847.002.

- 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 the School Board 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.
- 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.

Procedures for Selection of Educational Media Materials: In selecting materials made available to students through the school library/media center, the school media specialist shall:

- A. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, instructional media employees, curriculum consultants, faculty, parents, and community members).
- B. Require that educational media materials selections meet the criteria set forth in Section 1006.40(3)(d), Florida Statutes.
- C. Ensure school library/media center collections shall:
 - 1. Be based on reader interest.
 - 2. Support state academic standards and aligned curriculum.

3. Support the academic needs of students and faculty.

D. Comply with the following procedures when considering materials to be purchased:

1. Purchase materials which are outstanding and frequently used.
2. Periodically replace periodically worn or missing basic items.
3. 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.
4. Purchase materials in many types of formats: digital, e-books, electronically, paperback, or hardcover.
5. Examine sets of materials and materials acquired by subscription and purchase only materials that fill a definite need.

E. All School District 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.

School Goals and Objectives:

The goal of the Gateway High School Media Center is to empower our users to be independent life-long learners, readers and to be effective users of ideas, information, and technology. In addition to collaborating with other teachers to design learning strategies to meet the needs of individual students while providing relevant resources to satisfy the curriculum and recreational needs of its users. More importantly to create a welcoming user-centered environment staffed by skilled, committed and caring professionals.

Target Audience:

High school students, teachers, support staff, parents and its community.

Budgeting and Funding:

District managed public schools in Osceola County typically receive funding from the district/state at about \$4.50 per student each school year. The budget strip is released in early October and must be approved by the district and spent COMPLETELY before Winter Break. None of this money can be used to purchase technology. It must be used for instructional materials including print books, ebooks, journals, electronic resources and databases. For any concerns or questions about materials, contact Pam Fordham.

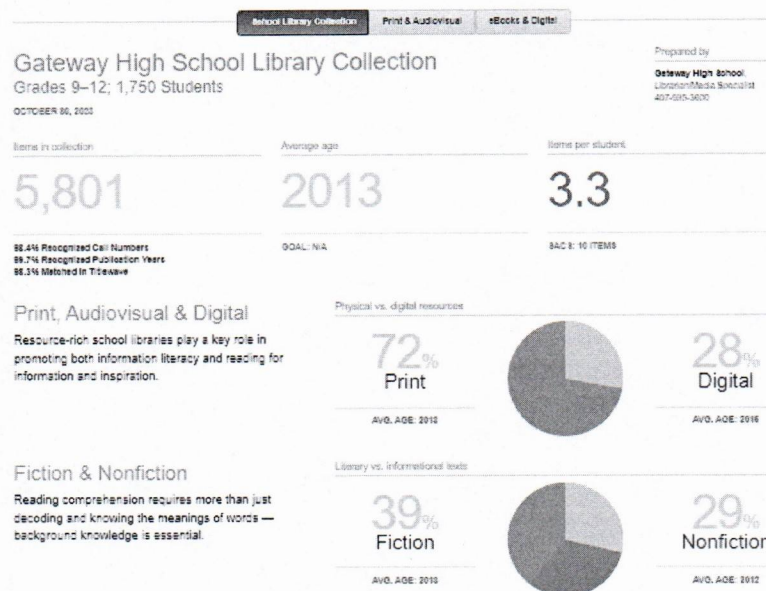
Evaluation Criteria:

All stake holders may put in a request for purchase at any time of year. A stakeholder in our case would be faculty, staff, students, and parents. If approved, items will be ordered as funding is available. All requests will be considered after consulting various selection aids as well as with the following questions in mind:

1. Is the item appropriate for students in high school (grades 9-12)?
2. Is the material/publish date relevant and/or timely?
3. Is it a reliable source?
4. Does it support the curriculum?
5. Does the collection already heavily represent the title/subject?

Collection Analysis:

Gateway High School Library Collection
Grades 9 - 12; 1,654 Students as of OCTOBER 27, 2023



Prepared by
Gateway High School's Librarian/Educational Media Specialist
407-935-3600

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

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

- a. School Library Journal
- b. Booklists
- c. Book Links
- d. Jobbers- *exp*: Follett Reps, Rainbow Book Co., and Mackin.
- e. Horn Book
- f. ALA Awards Lists
- g. New York Times Best Sellers
- h. Trending on Amazon.com
- i. Bookstore Bestsellers

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:

It is important to keep a collection fresh and relevant. Having books on the shelf that appear damaged or unsightly is not going to help with circulation. Providing patrons with books that state incorrect information is detrimental to knowledge acquisition. The collection will be evaluated regularly, ergo weeded regularly. The final decision on whether to weed an item or not will rest on the school-based, certified educational media

Gifts:

Gifts to the library are accepted and will be evaluated using the same requirements and expectations of purchased materials. Materials must be in excellent used condition. The donor agrees beforehand, that any items deemed unacceptable or unnecessary will be

Replacements:

Items will be replaced as necessary. If an item is lost, or damaged beyond acceptable salvation, the patron will be responsible for the original purchase price as indicated in the library management program, Destiny.

Special Collections:

The school-based educational Media Specialist will work to develop the professional section of the media center to aid teachers in professional development. The selected material should benefit more than one teacher and take into consideration the relevancy and publication date, as well as ensure that they align with the B.E.S.T. Standards.

Action Plan based on Collection Development Policy:

Currently, GHS is in its third year of its five year Collection Development Plan. Goals will be revised and re-evaluated at the end of its five year Collection Development Plan.

Year 1 (2020-2021)

1. Weed all reference, non-fiction and biographies before purchasing items with the 2020-2021 instructional materials funds.
2. Evaluate any holes in the current collection after weeding and before purchasing items with the 2020-2021 instructional materials funds.
3. Generify the fiction section before the arrival of new fiction titles in 2021.
4. Further develop the fiction titles with new, relevant titles of student interest.
5. Develop a foreign language section of fiction titles in mostly Spanish and a few in French.

Year 2 (2021-2022)

1. Continue to weed non-fiction, reference and biographies as needed.
2. Begin to weed fiction titles.
3. Evaluate any holes in the current collection after weeding and before purchasing items.
4. Further develop non-fiction sections 001– 499.
5. Further develop fiction with new, relevant titles of student interest.
6. Further develop titles in foreign languages.
7. Further develop the Professional Resource section based on teacher survey at end of the 2021-2022 Academic year.

Year 3 (2022-2023)

1. Continue to weed non-fiction, reference, biographies and fiction as needed.
2. Evaluate any holes in the current collection after weeding and before purchasing items with the 2022-2023 instructional materials funds.
3. Further develop non-fiction sections 500 – 999.
4. Further develop biographies.
5. Further develop fiction with new, relevant titles of student interest.
6. Further develop titles in foreign languages.

Year 4 (2023-2024)

1. Continue to weed non-fiction, reference, biographies and fiction as needed.
2. Evaluate any holes in the current collection after weeding and before purchasing items with the 2023-2024 instructional materials funds.
3. Further develop non-fiction sections 001-999.
4. Further develop biographies.
5. Further develop fiction with new, relevant titles of student interest.

6. Further develop titles in foreign languages.
7. Further develop the Professional Resource section based on the teacher survey at the end of the 2022-2023 Academic year and the beginning of the 2023-2024 Academic year.

Year 5 (2024-2025)

1. Continue to weed non-fiction, reference, biographies and fiction as needed.
2. Evaluate any holes in the current collection after weeding and before purchasing items with the 2023-2024 instructional materials funds.
3. Further develop non-fiction sections 001-999.
4. Further develop biographies.
5. Further develop fiction with new, relevant titles of student interest.
6. Further develop titles in foreign languages.
7. Further develop the Professional Resource section based on the teacher survey at the end of the 2023-2024 Academic year and the beginning of the 2024-2025 Academic year.

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

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? Yes No;
 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