



Book	School Board Policies
Section	Chapter 03 - Instructional Matters
Title	Operational Policies for Okaloosa District School Media Centers
Code	03-03
Status	Active
Adopted	August 14, 2000
Last Revised	September 13, 2021
Prior Revised Dates	November 13, 2007

03-03 OPERATIONAL POLICIES FOR OKALOOSA DISTRICT SCHOOL MEDIA CENTERS

(A) School Library Media Centers

- (1) School media centers are an integral part of the curriculum and the “heart” of the total school program. Media centers provide an open, flexible program for continuous access to the media center and its resources.
- (2) The media assistant or specialist works cooperatively with teachers and students in planning appropriate library media activities enhance student performance.
- (3) Each school shall have a school-based library media committee to give input on the selection of materials, and participate with the principal to review objection(s) to materials and the evidence provided by the petitioner as outlined in School Board Policy, 03-05 Procedure for Handling Criticism of Library Books or Educational Material, and upon request of the principal to review the suitability of outside resources for use in the classroom under the provisions of School Board Policy 03-01(E).
- (4) Each media center shall have an Okaloosa County District Media Handbook containing operational policies as developed by the superintendent, or designee. The handbook may be revised from time to time.

(B) Objectives in the Selection of Library Media Materials

- (1) The 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. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. To this end, the media center collection shall consist of the following:
 - (a) Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
 - (b) Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - (c) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
 - (d) A comprehensive collection appropriate for the users of the media center which places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

(C) Selection of Library Media Materials

The process of evaluating materials for inclusion in library media collections is continuous and systematic. Materials for purchase shall be included in reviews of reputable, unbiased, professionally prepared selection aides such as

those published by the American Library Association and other professional sources. Examples include but are not limited to: The School Library Journal, Horn Book, Booklist, Florida Association for Media in Education (FAME), Commonsensemedia.org, and/or children's catalogs. Materials purchased through subscription services should be reviewed before purchase. Requests for materials from administrators, faculty, parents, and students shall be given high priority.

(D) General Selection Criteria

In selecting library media materials, the following criteria shall be considered:

- (1) Intellectual content and its presentation: The knowledge contained in the work and how the author arranges the knowledge.
- (2) Authority: The author, editor or producer has a known reputation for producing quality materials.
- (3) Appropriateness of content to users: The materials are suitable for the students for which they are intended.
- (4) Scope: The content is adequately covered for the intended purpose.
- (5) Accuracy of Information: Non-fiction information is correct, recent, and objective.
- (6) Treatment: The typeset, visuals, and style captures and holds students' attention.
- (7) Arrangement and organization: Concepts are presented and arranged in a logical manner, and in a way that ensures learning.
- (8) Literary merit: Fiction has a noteworthy plot, setting, characterization, style, and theme.
- (9) Materials available on the subject: The collection contains several works with similar subject matter.
- (10) Durability of information: The material has a timeliness or popular appeal.
- (11) Reputation of author: The author is known as an expert in the field or has produced a body of work that is favorably regarded.
- (12) Special features: The material has maps, charts, graphs, glossaries and/or learning aids that support the content.
- (13) Value to the collection: Material is valuable to an individual course of study or to the library media collection as a whole.
- (14) Aesthetic quality: Material is presented in a pleasing format.
- (15) A view toward a balanced collection: All genres and a variety of viewpoints are represented.
- (16) Format: The format is logical and can be easily understood by the users.
- (17) Profanity: The fact that profanity appears in the media materials does not automatically disqualify a selection. Care shall be given to exclude media material using profanity in a lewd or detrimental manner or that is inappropriate for the age level of the students using the media center.
- (18) Religion: Factual unbiased media material which represents all major religions may be included.
- (19) Sex: Pornographic, sensational, or titillating materials shall not be included; however, the fact of sexual incidents appearing in the media material does not automatically disqualify it if such material is not determined to be "Harmful to Minors" as defined in §847.001(6), *Florida Statutes*, as may be amended.

Materials Harmful to Minors means any reproduction, imitation, characterization, description, exhibition, presentation, or representation, of whatever form, depicting nudity, sexual conduct, or sexual excitement when it:

- Predominately appeals to a prurient, shameful, or morbid interest;
- Is patently offensive to prevailing standards in the adult community as whole with respect for what is suitable material for minors; and
- Taken as a whole, is without serious literary, artistic, political, or scientific value for minors.

If the content of any such media materials is determined to be "Harmful to Minors" as defined above, the media materials shall not be included in the media collection.

(20) Historical Accuracy: Materials shall not include content that is in violation of the instructional requirements of §1003.42(2) *Florida Statutes*, and State Board of Education Rule 6A-1.094124(3) including theories that distort historical events and are inconsistent with State Board of Education approved standards.

(E) Gifts

Gifts of library media materials or money shall only be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as used in purchased media materials.

(F) Maintenance of Collection

(1) It is the responsibility of the media assistant or principal's designee to remove any material based on the following:

- (a) Condition of the material:
- (b) Duplication of seldom-used material:
- (c) Obsolescence and/or inaccuracy of information:
- (d) Lack of circulation.

Legal

Statutory Authority: §1001.41(2), Florida Statutes

Laws Implemented: §§1003.42(2), 1006.34(2)(b), 847.001(6), and 847.012, Florida Statutes

State Board of Education Rule: 6A-1.094124(3)