

# Brooker Creek Elementary Library Media Center Handbook



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**Brooker Creek Elementary Vision:** *100% student success*

**School Mission:** *Brooker Creek Elementary, a community that encourages growth by valuing each other's differences, respecting everyone and creating life-long learners.*

**District Library Media Mission:** *The mission of the Pinellas County Schools Library Media Department is to support teaching and learning by providing equitable access to high quality information and technology resources, fostering a passion for lifelong reading and inquiry, and professionally managing Library Media district programs, funding and professional development.*

**Brooker Creek Library Media Vision:** *The vision of Brooker Creek Elementary Media Center is to support student success with innovation, collaboration, curiosity, adaptability and critical inquiry*

**Library Media Mission:** *The mission of Brooker Creek Elementary Library Media Program is to provide students with the skills and resources to become independent critical readers, thinkers, and informational explorers for the 21<sup>st</sup> Century. We will accomplish this by providing a collection of resources and information that will satisfy the educational needs and interests of students and staff in a flexible setting where students may develop the skills they need to analyze, evaluate, interpret, and communicate information and ideas.*

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# Policies and Procedures

## Information for Students and Parents

The library is open from 8:15 am to 2:55pm.

Before School hours are 8:15 - 8:30 for quick check ins/outs

Student check out begins after the morning announcements at 8:55am till 2:55pm

### \*\*\*Library Extended Hours:

Before School: 8:15-8:30

After School: 2:55-3:30pm Mondays

Throughout the day the library is used by classes, small groups and individual students. Students coming in small groups must have their name tags from their teacher or their library book bag. Students can use the library after dismissal only when accompanied by a teacher or parent.

## Materials Available For checkout

Students can check out books, magazines and ebooks.

Parents can check out up to three books under their child's name.

## Number of checkouts allowed by grade level

- Pre-K (with the teacher's permission) - 1 book
- Kindergarten 1 book first semester- 2 books second Semester
- Grades 1 & 2 – 2 books or 1 book and 1 magazine
- Grades 3 through 5 – 3 books or 2 books and 1 magazine

## Checkout Period

Books - up to 2 weeks with an additional 2-week renewal. Books in high demand will be renewed at the discretion of the Media Specialist. Magazines – one week only.

## Overdue, Lost and Damaged Library Materials

There is no daily charge for overdue books; however, student check out privileges will be suspended whenever a student has overdue, lost or damaged materials. Students can again check out once the matter is resolved as follows:

- Overdue -- The book or magazine must be returned to the library or brought in and renewed for another one or two weeks.
- Lost - Parents are responsible to pay the replacement cost for any lost items. Payment must be made in cash or by check made out to BCE.

*If repayment would cause financial difficulties, the parent needs to communicate with the Media Specialist via note, email, or phone to have the fee waved.*

All payments are receipted, and receipts are given to students to bring home to their parents. Should a student find and return a lost book, the book must be returned with a note requesting a refund before May 1<sup>st</sup> of the current school year to receive a refund. Books found and returned after May 1<sup>st</sup> of the current school year are no longer eligible for a refund.

**Damaged** -Fees can vary depending on the extent of the damage. The extent of the damage and fees are determined by the Media Specialist. Should library materials be damaged beyond reasonable repair, parents are responsible for paying the replacement cost.

A Library Orientation will be conducted each school year for all students. During this orientation, students are instructed to never 'lend' their library materials to another student. The responsibility for payment of lost or damaged materials belongs to the parent whose child checked them out.

# Teachers and Staff

The Library Media Center is open to teachers and staff before, during and after school from 7:30 a.m. – 3:30 p.m.

## Library Materials

Books, kindles, and items from the Professional Print Collection are available for teachers to support their classroom instruction.

Teachers may check out as many materials as needed. While the default due date is two weeks from check out, teachers may keep items longer if they are still being used. Please be considerate of others and return items as you are finished with them. Periodically, teachers are given a list of all items checked out in their names.

Teachers are responsible to pay for any lost library materials checked out to them. Teachers are also cautioned not to 'loan' these materials to other teachers or to students. All materials must be checked out and in through the Destiny online catalog. All Library materials are to be returned before the end of the school year; exceptions to this rule are determined by the Media Specialist.

**Computer Lab, Makerspace and Extra Class Lessons** are to be reserved ahead of time by signing up on the *Media Center and Computer Lab Schedule Folder located in CLEVER*. Should teachers determine that they will not be coming to lab during a scheduled time, it is asked that they cancel their reservation, by removing their name from the schedule, as soon as it is known that they will not be attending.

## Videos and DVDs

Teachers are required to follow PCSB Policy when showing videos and DVDs to their class. Visit PCSB's *Controversial Material Guidelines* page for district policies <https://www.pcsb.org/Page/1530>. If teachers are not sure of this policy, please see the Media Specialist for more information.

## Library Schedule

The library schedule is a flexible one. Teachers will be provided with a sign-up schedule each year that assigns a biweekly 30-minute block that includes a media lesson and class book check outs. Media lessons are planned to align with grade level standards along with AASL, ISTE, NETS and Florida B.E.S.T guidelines and standards. Teachers can also reserve additional time blocks for book checkouts, makerspace, information literacy lessons, or research by signing up on the digital Media Center schedule. When space is limited, scheduled classes have priority over small groups or individuals using library resources. A digital schedule is located in Clever and on the Brooker Creek SharePoint.

More information on Library Media Services, including **READS- Florida's K-12 Integrated Library Media Reading Guidelines**, can be found at the Florida Department of Education Library Media Services webpage <http://www.fldoe.org/academics/standards/subject-areas/library-media-services-instructional-t/>

## **Sending Small Groups of Students to the Media Center**

*\*\*Students must have a name tag or book bag with scanner code to operate the Self-Check Out Computer located at the circulation desk.*

If students visit the media center in a small group, and they forget their book bag or name tag while the media specialist is teaching a class, they may be sent back to their classrooms. Students can be sent back to class if there is no assistant or volunteer available to type in student information, to help them with book inquiries or to assist with computer issues.

- K-2 (groups of 3) (K students may only come in small groups 2<sup>nd</sup> semester of each school year)
- 3-5 (groups of up to 5)

## **Instruction/Collaboration**

Teachers are encouraged to collaborate with the Media Specialist to develop instruction that supports the standards being taught in the classroom. Instruction on using Destiny, research strategies, reference skills, information literacy skills, respecting copyright and content standards can be planned by the Library Media Specialist in collaboration with grade levels or individual teachers. Library lessons can introduce, reinforce and/or extend the standards being taught in the classroom. Teacher input into acquisitions and collection development is also encouraged so that library materials are correlated with and support instruction. When specific print materials are needed for whole class research, teachers are asked to make their request at least two days in advance of needing them. Teachers can place digital **Book Hold Requests** using Destiny Discover to reserve books for their classrooms. Directions on how to place digital holds can be found on Brooker Creek's website <https://www.pcsb.org/Page/35554>.

## **Copyright and Fair Use**

Teachers and staff are required by the Pinellas County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The Library Media Specialist is the copyright resource person, and each school year conducts a copyright in-service. Questions concerning copyright issues should be brought to the Media Specialist.

The district Copyright manual and Fair Use checklist may be located at the following web site: <https://www.pcsb.org/Page/1527>

## **Destiny Online Catalog**

The Library Media Specialist can provide instruction and help using Destiny to create resource lists of library materials and websites for student use. Teachers and staff log onto the Destiny catalog in Clever. The Professional Library collection includes books, magazines, eBooks, eMagazines, and electronic databases for both instruction and professional develop

# **Volunteers**

Approved volunteers are welcome any time in our Library Media Center during the school day. Afterschool hours are available to 4:00pm to accommodate high school volunteers. During the year we will have special events in the Library Media Center and volunteers can be most helpful. Special events may include Author Visits, Book Fair, Hour of Code, Literacy Fair, Giving Tree, Winter Wonderland, Battle of the Books, National Library Media Month, etc.

- All library Media Center volunteers must follow the school board volunteer policies.
- All Media Center adult volunteers must be a PCS Level 2
- High school volunteers do not need to be a Level 2, but must be a registered volunteer at Brooker Creek and approved by our volunteer coordinator.

## Special Programs

To see a full list of programs, and activities visit our Library Media page at <https://www.pcsb.org/domain/7842>

### **Jim Harbin EMA's (Educational Media Awards)**

The Educational Media Awards (E.M.A.'s) is an annual event to award participating students for student written and produced multimedia productions. Entries are judged and awards are presented to first, second and third place entries.

### **Battle of the Books**

The Battle of the Books program in Pinellas County provides a wonderful way for students in grades 3-5, 6-8 and 9-12 to become excited about the world of reading. The Battle of the Books, a motivational reading quiz show, has been widely used across the United States. Students are encouraged to read a variety of literature that increases their awareness of different authors, encourages recreational reading, improving their comprehension and sharing skills through written and oral responses.

### **The Sunshine State Young Readers Award**

A statewide reading motivation program, the Sunshine State Young Reader's Award Program (SSYRA) is for students in grades 3 - 5. The purpose of the program is to encourage students to read independently for personal satisfaction, based on interest rather than reading level. A list of 15 books is chosen by a committee of Florida librarians for students to select. The students track their progress in the library and end the program by voting in the statewide balloting for their favorite book of the year.

### **Brooker Creek Production Crew**

The BCBC News Crew is composed of four teams of fourth graders that rotate each week. Being a member of the BCBC News Crew presents an opportunity like no other for students interested in the production process. Each morning students produce a live news show that is televised over Brooker Creek's closed-circuit TV system and Vimeo. Students produce the news daily from the BCBC broadcasting room located in the Media Center. They use a "state of the art" Tri-Castor system that allows them to tape and edit videos as well as play recorded news clips. There are several different roles that team members must fill to produce the daily news.

## Other Resources Available in the Library

**Computer/Internet Use** Library computer stations can be used by students for accessing Destiny, conducting online research, typing reports and working on class projects. Students are expected to abide by the guidelines outlined in the *Pinellas County Schools Internet Agreement Form*, which can be found in the PCSB Student/Parent Handbook. Computers are for educational use only. Gaming sites, personal email, and chat sites are not allowed. Students found to be accessing inappropriate websites, non-academic websites or non-approved game sites can lose their computer privilege

## Brooker Creek's Destiny Online Catalog

The online library catalog and databases are accessible from the library, in classrooms and off-campus locations (at home using computers, tablets, smartphones, ipads, eReaders). There are four main ways to access Brooker Creek's Library Webpage and Destiny catalogue.

1. **Brooker Creek's homepage:**
  - a. Go to <https://www.pcsb.org/brooker-es> click on Academics from the drop-down tab, then Library Media Center, then Destiny. On the Destiny Catalog homepage, you'll find many online resources for students and parents. Students can log on to the Destiny Catalog to create lists of books they have read, are currently reading, or plan to read in the future, by using their PCSB username and password.
2. **Clever:** A direct link to BCE Destiny has been placed in the Brooker Creek section of Clever
3. **Direct link** <https://destiny.pcsb.org/common/welcome.jsp?site=110>
4. **Pinellas County Library Information Resources webpage** <https://www.pcsb.org/Page/1531>

# Makerspace

## Vision Statement:

*The vision of the Brooker Creek Makerspace is to support 21st Century learners and empower them to be independent and creative thinkers.*

## Mission Statement:

*We believe students should have the opportunity to play, create, explore and innovate. The mission of Brooker Creek's Makerspace is to provide resources and support for our learning community in a safe learning environment. We believe the students should have the opportunity to create, explore, and play. We will do this by supporting the classroom curriculum while providing an innovative safe place for students to develop their creativity and independence through a semi structured learning environment.*

The goal of Makerspace is to empower students to see themselves as inventors, builders and creators. Makerspace allows learning new skills through trial and error, experiencing failure of an initial idea, the exploration of possible alternatives and then problem solving to improve on the idea.

## All makerspace activities encourage development of 21st Century Learner Skills:

- Creativity & Innovation
- Communication
- Collaboration
- Problem Solving
- Critical Thinking
- Adaptability & Flexibility

The media center's Makerspace is available daily. Students can visit the Makerspace in small groups or with their whole class. All students in grades PreK-5th grade have opportunities to come learn and create in the Makerspace. They can visit during their Library time or teachers can schedule whole class visits during the school day. Students have opportunities to create in the Makerspace with their teacher on projects directly tied to the standards they are learning in class, work on projects they have dreamed up before, during, and after school, and work on special projects throughout the school year. We believe that by giving all students the access to build, hands-on in the Makerspace in many different opportunities provides the most success for all students.

***Here are just some of the activities that students can explore in our growing MakerSpace.***

- |                |                         |                   |                  |
|----------------|-------------------------|-------------------|------------------|
| ▪ 3D Printer   | ▪ Dash & Dot            | ▪ Strawbees       | ▪ Littlebits     |
| ▪ IOBlocks     | ▪ Ozobot                | ▪ Ozmo            | ▪ Interlox Discs |
| ▪ Bloxels      | ▪ Breakout Box          | ▪ CODE Programing | ▪ MakeyMakey     |
| ▪ Legos        | ▪ Cosmo                 | ▪ Sphero          | ▪ STEAM          |
| ▪ 3D Pen       | ▪ Color Tiles           | ▪ 3D Viewers      | ▪ Magnets        |
| ▪ Ipad station | ▪ Silly Star Connectors | ▪ Science Kits    | ▪ Squigz         |

## Computer Lab

Lab times can be scheduled by clicking on the *Computer Labs and Media Center Schedule* in the *Brooker Creek Applications* section in Clever. Teachers are asked to follow their scheduled time block to avoid scheduling conflicts with others. Always check the Library Media Schedule in Clever for any additional available slots. There are 5 minutes between lab classes (**this time is for clean-up and transition**). Please do not wait till the next class arrives to pack up your students. **It takes valuable time away from the arriving class.**

- |                       |               |
|-----------------------|---------------|
| <b>1. 8:50-9:35</b>   | <b>45min</b>  |
| <b>2. 9:40-10:25</b>  | <b>45min</b>  |
| <b>3. 10:30-11:15</b> | <b>45min</b>  |
| <b>4. 11:20-12:05</b> | <b>45 min</b> |
| <b>5. 12:10-12:55</b> | <b>45min</b>  |
| <b>6. 1:00-1:45</b>   | <b>45min</b>  |
| <b>7. 1:50-2:35</b>   | <b>45 min</b> |

Teachers are responsible for making sure that the computer lab is neat and ready for the next class. Common troubleshooting instructions will be posted in each lab for students and staff, should they be needed for reference (i.e., sound, keyboard, and mice issues).

### When students leave the lab

1. Please make sure that students check their area and remove any personal items.
  2. Disinfect and clean all keyboards, mice and student areas before leaving.
  3. It is highly recommended that students bring their own headsets.
    - Use the provided headset adapter to connect headsets to the lab computers.
    - Loaner headsets are provided in lab. It is the teacher's responsibility to make sure all "borrowed" headsets are sanitized and returned to the provided "bin" before and after each use.
  4. Please report any computer issues to the Library Media Specialist as soon as possible by placing a *PCS Tech Help Ticket* <https://techhelp2.pcsb.org/>.
- For student safety and accessibility, **please do not dismiss your students from the computer labs or Media Center.** Please have students leave their backpacks in their classroom and dismiss students when you return to your class for dismissal.



# Collection Development Overview and Plan

## Description of Brooker Creek Elementary School and its Community

Brooker Creek Elementary is in Pinellas County, Florida. Approximately 506 students attend this public school. Using the data from the 2022 ELA FAST Assessment 49.65% of students scored advanced in reading at a Level 4 or 5, 36.66% scored on level and 13.99% scored below average scoring a level 1 or 2. Brooker Creek has 4.7% ESOL students, 4.34% 504 students, 22.5% SWD students and 11.46% Gifted students. BCE is a diverse school representing many cultures and ethnicities. Approximately 3% are of Asian ethnicity, 1.6% African American ethnicity, 13.4% Hispanic ethnicity, 76.3 White ethnicity, and 5.5% Other ethnicity.

## Collection Development Goals

The BCE library collection will reflect the needs of the students by providing a wide range of diverse materials in a variety of formats, with broad appeal, and of varying levels of difficulty. The collection will support the diverse interests and viewpoints of the school community as well as allowing for the presentation of a variety of viewpoints and perspectives.

The material selected for inclusion in school library collections will meet at least one of the following guidelines:

1. Enrich and support the Pinellas County Public Schools curriculum.
2. Encourage and support informational and recreational reading, viewing, or listening and help students develop the skills necessary to become lifelong learners.
3. Meet the information needs of students and faculty taking into consideration diverse interests, abilities, backgrounds, reading levels, developmental levels, home languages, and students' extracurricular interests.

## Current Assessment of the Library Media Collection

Brooker Creek Media Center has 11,034 books and over 900 digital items in our current collection. The average age of the collection is 2006 or 17 years. Diversity Titles in Collection 2,713 or 25% of collection with an average age of 2004. Social & Emotional Learning titles in the collection 3,238 or 29% with an average age of 2008. Currently 42% of our collection is Fiction with 40% nonfiction ebooks make up 18% of collection and are classified as other.

## Timeline for Developing Collection Goals

Year 1: 2023-2024

- *Weed items as needed to update collection age to bring down the average age of collection to below 16 years*

Year 2: 2024-2025

- *Acquire more digital and print resources, including non-fiction and reference materials*
- *Increase Digital books to 20% of collection*

Year 3: 2025-2026

- *Acquire more digital and print resources, including e-books*
- *Bring nonfiction to 60% of collection*

### Years 1-3: 2026-2027

- *Weed and replace outdated and age-sensitive materials by focusing on the Dewey specific classifications each year*

#### Dewey Classifications

100	10 years	600	5-10 years	
200	2-10 years	700	5-15 years	Periodicals: 5 years
300	5-10 years	800	flexible	Biographies Flexible
400	10 years	900	15 years	Fiction 10 years
500	5-10 years		Encyclopedia: 5-7 years	Reference: evaluate on individual basis

Year	Areas of Attention	Current Average year / Goal	
2023-2024	520-529 Astronomy and Allied Sciences	2001	2017-2023
	320-329 Political Science	2002	2017-2023
2024-2025	570-579 Life Sciences and Biology	2002	2017-2023
	610-619 Medical Sciences / Medicine	2002	2017-2023
2025-2026	610-619 Medical Sciences / Medicine	2003	2017-2023
	380-389 Commerce, Communications and transportation	2004	2017-2023
2026-2027	361-369 Social Problems and Services	2006	2017-2023
	370-379 Education	2006	2017-2023

### Areas of focus for developing BCE's Collection

1. Reflect the suggestions for purchase expressed by BCE students, staff, and parents.
2. Reflect the personal interests and informational needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, culture, reading levels, maturity levels, and extracurricular interests.
3. Enhance the Biography section by including more women and people of diverse ethnicities to reflect the BCE community and global community.
4. Update and enhance the non-fiction section in general with a focus on new innovations, technologies, coding, "maker", STEM and STEAM to encourage inquiry and critical-thinking skills to prepare students for further educational, career, and life goals.
5. Provide materials and resources for students with special education needs, English Language Learners, advanced academic students and other diverse learners.
6. Reflect, within the library collection, the pluralistic society in which we live, free from stereotypes.
7. Reflect the best in information and literature in accordance with selection criteria. Some professional review and recommendation resources include:
  - AASA Science Books and Films and other curricular area organization book lists.
  - American Library Association Book Awards and Lists
  - Booklist
  - Bulletin for the Center of Children's Books
  - Horn Book
  - Other professional sources

# Diversity and Inclusion

Supporting District Resources: Many of our district's digital Library Media resources support our diversity and inclusion initiatives.

**TeachingBooks** provides supplemental resources to support teaching with texts that have themes of inclusion and represent diverse cultures and perspectives.

**Gale Databases** provide accessibility features that scaffold primary and secondary source informative text for all learners and support English Language Learners (ELL).

**World Book Online** provides accessibility features that scaffold primary and secondary source informative text for all learners and support English Language Learners (ELL).

**Large Print and Braille** texts can also be provided for scholars that can benefit from their inclusion in the Library Media collection. These text formats can also be noted in the Collection Details section.

## Current School-based Library Collection Diversity and Inclusion Goal(s):

**Goal 1** Reflect the personal interests and informational needs of students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, culture, reading levels, maturity levels, and extracurricular interests

**Goal 2** Provide materials and resources for students with special education needs, English Language Learners, advanced academic students and other diverse learners.

**Goal 3** Enhance the Biography section by including more women and people of diverse ethnicities to reflect the BCE community and global community.

## Selection Criteria

The librarian will select resources in all formats for the library, utilizing but not limited to the following criteria:

- Integral to the instructional goals, curricular, extracurricular programs of the school
- To provide age-appropriate materials and resources that appeal to the interests and curricular needs of students and faculty as outlined in the school Collection Development Plan and Florida B.E.S.T. standards
- To provide equitable access to materials that meet the accessibility standards consistent with Americans with Disabilities Act as needed
- Appropriate for the reading level, understanding, access abilities of students
- Reflect the creative interests and relevant needs of the students and faculty
- Warrant inclusion in the collection because of literacy, historical and/or artistic value and merit
- Present information with the greatest degree of currency, accuracy and clarity possible
- Represent a fair and unbiased presentation of information while also representing as many shades of opinion as possible in order that varying viewpoints are available to students.
- Extend the walls of the library into the classrooms and outside of school to students, staff, and parents

The collection should provide materials in a variety of formats that are clear, comprehensible, appealing, and well-organized. The library collection should provide a body of material appropriate to a variety of ages, developmental stages, and accessibility levels in the school. To encourage a caring culture, the collection should represent a diverse community.

### **Responsibility for Selection of Library Media Materials and Resources**

Training will be conducted annually by the Program Coordinator of Library Media and/or the Florida Department of Education regarding the prohibition of harmful materials and best practices in the selection of Library Media materials and resources per §1006.28.

Selection responsibility for District Library Media materials and resources rests with the certified Program Coordinator for Library Media.

The content of school-based Library Media collections is the responsibility of the school's principal. The school-based selection of Library Media materials and resources rests with the school's certified Library Media Technology Specialist. Contact information for the school Library Media Technology Specialist should be communicated to the Program Coordinator of Library Media whenever there is a change in responsibility.

The Library Media Technology Specialist will include the principal-appointed members of the school-based Library Media Selection Committee (see Form 2-2506) to assist with the selection of Library Media materials and resources at each school. This committee should also include other members such as parents and/or community members.

### **Criteria for the Selection of Library Media Materials and Resources**

Library Media materials and resources are selected based on the criteria outlined in §1006.34, including, but not limited to:

1. The age of the students that are expected to have access to the material or resource;
2. The educational purpose to be served by the material;
3. Consideration of the diversity of students in this state.

### **Additionally, as required by §1006.40, Library Media materials should be:**

1. Free of pornography and material prohibited under s. 847.012.
2. Suited to student needs and their ability to comprehend the material presented.
3. Appropriate for the grade level and age group for which the materials are used or made available.

### **Procedures for Selection of School Library Media Materials and Resource**

Selection of school Library Media materials and resources is determined by a continuous review of the existing collection, both print and digital, and the acquisition of newly published or available materials. Information and training regarding the selection process and best practices will be provided annually by the Program Coordinator of Library Media.

The certified Library Media Technology Specialist is responsible for evaluating and reviewing materials in the school-based library collection. The procedure for selection is as follows:

1. Maintain the school Library Media Collection Development plan;
2. Locate and collect professional, reputable, and unbiased reviews and information about published material put forth by the American Library Association, Kirkus Reviews, School Library Journal, Common Sense Media, and other similar review sources generally accepted by the Library Media profession;
3. Request input for selection from members of the school community not limited to staff, students, parents and community members;
4. If applicable, verify that the format and library processing of the material conforms with District Processing Specifications.

### **Funding and Budgeting Procedures**

Each school year, an allocated amount of money is generated by the school district for each library based on student enrollment. This amount varies from year to year based on available funding and enrollment numbers. The Library Media Specialist determines how these funds are allocated into each budget string. All receipts and records from each purchase will be maintained by the Library Media Specialist and shared with the administration upon request. The librarian may only purchase material for the benefit and improvement of the Media Center. Each year the Library Media Specialist will also develop a proposed budget based on the needs of the Media Center. These needs will be determined by the advocacy committee recommendations, student and staff needs assessments, observations, collection development policy, and automated reports.

### **Breakdown of Funding Sources:** dollar amounts vary from year to year

- Library Media Allocated funds from State and Referendum budget
- School Partnership Funds as allocated
- Book Fair Funds (used to help fund Library Assistant, FAME, Media Materials and Makerspace)
- Scholastic Bonus Dollars earned from Book Fairs used to supplement books and MakerSpace
- PTA funds for support of SSYRA books and Battle of the Book Program
- SAC Grants for Media Programming and Makerspace needs
- *Recycling Ink Program* used to replace ink for media and staff and to fund technology needs
- *Lost and Damaged Book Funds: Used to replace and repair books*

# Collection Maintenance Procedures

## Collection Evaluation and Assessment

The BCE library collection will be evaluated and assessed to ensure that it meets the goals established by this policy and the needs of the Brooker Creek Elementary School community. This evaluation will be achieved through the collection of quantitative data and qualitative data such as:

1. Library Media Stakeholder's Survey
2. Informal observation, questioning, and polling
3. Circulation Statistics
4. Collection Analysis Data

## Inventory Plan and Procedure

Regular reporting is necessary to track trends in usage of materials, facilities, and services.

Additionally, annual inventories are performed on school collections to maintain catalog integrity, to decrease loss of materials due to misplacement, and to ensure state and local agencies can track items purchased with earmarked funds.

## Multiple Copies Policy:

In general, multiple copies (more than 3) of any title should be avoided except for when the purpose of the material purchase is to provide duplicate copies as outlined in the School Improvement Plan, etc. Requests for use of district Library Media funds for this purpose are approved by the Program Coordinator of Library Media on a case-by-case basis.

## Book Donations

Gifts and book donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and book donations, like purchased resources, will be removed from the collection at the end of their useful life.

## Deselection/Weeding Guidelines

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods. Weeding is essential to maintain a relevant and attractive collection. Formal and Informal weeding will be utilized to keep materials current and enticing. Appropriate measures will be taken to dispose of discarded materials. Materials will be removed from the collection when items:

- Are in poor physical condition
- Have low circulation statistics
- Contain inaccurate information
- Contain obsolete subject matter
- Are superseded by more current information
- Are no longer needed to support the curriculum or student or faculty interests
- With multiple copies no longer needed
- With limited literary or educational value

### **Responsibility for the Withdrawal of Library Media Materials and Resources**

The removal or discontinuance of school Library Media materials and resources, through a process called weeding, is determined by a continuous review of the existing collection, both print and digital. In the removal process, many factors are taken into consideration including, but not limited to, space constraints, time-sensitivity of material, physical condition of the material, and circulation data.

The certified Library Media Technology Specialist is responsible for the periodic removal or weeding of Library Media materials. Information and training regarding the weeding process and best practices will be provided annually and as-needed by the Program Coordinator of Library Media

### **Repairing Damaged Materials**

When practical and feasible, damaged materials will be repaired in-house by the librarian or library assistant. Fifty percent of the library's budget allocation will be dedicated to replacing weeded or lost material.

### **Collection Maintenance**

Collection evaluation and maintenance is the highest priority. The library collection will undergo continuous evaluating to keep on target with its mission to ensure students and faculty are effective users of information by providing diverse cultural opportunities for reading and learning to all of its patrons. Circulation reports will be used to determine how the collection is being used and how it should change for patron needs. Circulation and patron reports will be shared with the administration and staff each month. The materials will be assessed for their physical condition and their use. Through these ongoing methods the librarians will monitor the collection to see that is serving its patrons.

### **Acquisitions Guidelines**

The needs of the library are based on the knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. Selection is also based on student and staff survey results, advocacy committee recommendations, as well as close consultation between the librarian and the teachers. Requests for purchases are always welcome. The librarian is responsible for selecting materials and building and maintaining the collection.

## Classroom Libraries

Classroom libraries are now considered part of the Library Media Center. Classroom libraries must be inventoried annually and made available for public search. Our classroom library search can be found at <https://www.pcsb.org/Page/40367>.

## Objection to Instructional and/or Media Material

Care is always taken in the selection of materials for the school library media center. Nevertheless, occasionally, an objection or challenge to a selection is made by the public. Should such a challenge be made, the following procedure is to be utilized:

By Policy and state law, if a resident of the county objects or a parent objects to the use of the material with other children besides their own child, the complainant must file the objections in writing via the district-approved [Objection to Instructional and/or Media Material form \(form 2-3185\)](#).

Committee meetings will be scheduled for the review of objected materials in Pinellas County Schools. While these meetings are open to the public, there will be no opportunity for public comment.

During the “Challenge Process,” circulation of the challenged material may be continued or removed from the open shelves to “special circulation” status which would require parental approval for students to check it out.

## Opt-Out and Review of Library Media Materials

Parents and guardians can opt-out of student access to Library Media materials at any time by contacting their school Library Media Technology Specialist. Parents will be given the opportunity to communicate their preferences through the [School and Classroom Library Material Student Access Form \(2-3186\)](#).

Parents and guardians can also view current checkouts and holds for their student at any time via Clever using the Follett Destiny Discover (My Stuff) app and Sora (Shelf) app.

## Objection to Instructional and/or Media Material

County residents can view school library collections by going to [destiny.pcsb.org](http://destiny.pcsb.org). eBook and audiobook records can also be searched through Destiny. Parents and county residents can request Library Media materials for review by contacting the school that provides access to the material. If it is a district resource, parents and county residents should contact the Program Coordinator of Library Media. For formal objections to Library Media materials, please complete the [Objection to Instructional and/or Media Material form \(2-3185\)](#). See complete School Board [Policy 2510](#).



## Library Bill of Rights

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

## Appendix A

### PINELLAS COUNTY SCHOOLS

#### SCHOOL AND CLASSROOM LIBRARY MATERIAL STUDENT ACCESS FORM

To the parents of: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this form is for families to communicate their preference regarding a student's access to school and classroom library materials.

To view current school and classroom library materials that students have access to, please visit [Library Media Materials Search](#).

Please select one of the following:

I allow my student access to school and classroom library materials.

I wish to limit my student's access to school and classroom library materials. *For this option, I understand that no limitations I request will be put in place until they have been discussed directly with the school.*

For additional information about our district school and classroom library selection process, please see [Library Media Materials Selection Guidelines](#).

For additional information about our objection process, please see [Policy 2510- Instructional Materials, Including Textbooks](#).

**Appendix B**

PINELLAS COUNTY SCHOOLS  
OBJECTION TO INSTRUCTIONAL AND/OR MEDIA MATERIAL

School: \_\_\_\_\_ Date: \_\_\_\_\_

Please check type of instructional material:

Book \_\_\_\_\_  AV (Video, CD, etc.) \_\_\_\_\_ Other (Identify) \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Name of Objector: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**It is expected that the material in question has been read, viewed, or listened to in its entirety. Please complete the following questions. If insufficient space is provided, attach additional sheets. (Please sign your name to each additional statement.)**

1. What brought this material to your attention? \_\_\_\_\_
2. Did you examine the entire material?  If not, what parts did you examine? \_\_\_\_\_
3. What is the basis for the objection?  
The material used in a classroom, made available in a school or classroom library, or included on a reading list contains content which:  
 Is pornographic or prohibited under s.847.012;  
 Depicts or describes sexual content as defined in s.847.001(19), unless such material is for a course required by s.1003.46, s.1003.42 (n) 1.g, or s.100342(2) (n)3., or identified by State Board of Education rule;  
 Is not suited to student needs and their ability to comprehend the materials presented; or  
 Is inappropriate for the grade level and age group for which the material is used.
4. To what in the material do you object? (Please be specific. Cite pages, film sequence, etc.) \_\_\_\_\_
5. What do you believe is the theme or purpose of this material? \_\_\_\_\_
6. What you feel might be the result of a student using this material? \_\_\_\_\_
7. For what age group would you recommend this material? \_\_\_\_\_
8. In your opinion, is there anything of value in this material? \_\_\_\_\_
9. Have you read any critical reviews of this material? If so, what? Please be specific. \_\_\_\_\_
10. What would you like the school or district to do about this material? Check your choice.  
 Do not assign it to my child \_\_\_\_\_  
 Other (Please explain) \_\_\_\_\_

**Please submit the completed form by mail or email to:**  
 Pinellas County Schools- Walter Pownall Service Center  
 Attn: Instructional Materials- Program Coordinator  
 11111 Belcher Rd S  
 Largo, FL 33773

[InstructionalMaterials@pcsb.org](mailto:InstructionalMaterials@pcsb.org)

Signature of Objector \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

PCB Form 2-3185 (Rev. 8/23)  
 Review Date 8/24

Category C  
 CC#: 5620

