

**LIBRARY MATERIALS SELECTION AND ADOPTION**

**FILE: IJL**

**TITLE: Library Media and Other Reading Materials Selection**

**POLICY:**

(1) Objectives of Selection.

It is the intent of the School Board of Orange County, Florida ("Board") that each media center at a school contain a wide range of materials, in print, electronic, and digital format, on all levels of difficulty, with diversity of appeal and the representation of different points of view. 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) A background of information enabling students to make intelligent judgments in their daily life;
- (d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- (e) 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.

(2) Responsibility for Selection of Materials.

Educational materials shall be selected by professionally trained personnel employed by the school board which may include, but not be limited to, principals, teachers, program specialists and media specialists. Coordinating the selection of educational materials and recommending purchases shall be the responsibility of professionally trained media personnel.

(3) Criteria for Selection of Library Media and Other Reading Materials.

- (a) The standards to determine the propriety of the library media and other reading materials shall be in accordance with Section 1006.34, Florida Statutes.
- (b) First consideration shall be given to the needs of the individual school based on the following:
  - (i) Knowledge of the curriculum;
  - (ii) Knowledge of the existing collection;
  - (iii) Knowledge of the needs of the students; and

- (iv) Requests from users of the collection (i.e. administrators, faculty, parents, and students), which shall be given high priority.
  - (c) Second consideration shall include, but is not limited to, the following:
    - (i) The age of the students who normally could be expected to have access to the material;
    - (ii) The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the current Florida Standards as provided for in Section 1003.41, Florida Statutes, and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the Florida Board of Education under Section 1004.92, Florida Statutes; and
    - (iii) The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.
  - (d) Materials shall be considered on the basis of overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format, and price.
  - (e) Gifts of educational materials or money to purchase educational materials shall be accepted with the understanding that their use or disposition shall be determined by the district employees having the responsibility for acquisitions according to the same selection criteria and procedures as purchased materials.
- (4) Procedures for Selection.

When selecting materials for purchase, the school media specialist shall evaluate the existing collection and shall consult with the following:

- (a) Reputable, unbiased, professionally prepared selection aids such as those published by the American Library Association, the Association for Educational Communications and Technology, the H. W. Wilson Co., R. R. Bowker, Educational Film Library Association, and others generally accepted by the educational media profession; and
- (b) Media staff, program specialists, faculty, students, and community representatives.

**SPECIFIC AUTHORITY:**

Section 1003.41; 1004.92; 1006.34, Florida Statutes

ADOPTED: 10/12/93  
 REVISED: 9/29/15